



Mosaic Transit Constructors (Mosaic) - a consortium comprised of Aecon, Dragados, and Dufferin – is partnering with Metrolinx and Infrastructure Ontario to design, build and maintain the transformative Finch West Light Rail Transit (LRT) system in the City of Toronto.

Position: Accounts Payable Coordinator

Reports to: Finance Manager

Role Location: Toronto, ON

Responsibilities:

- Responsible for overseeing respective portion of the AP mailbox and circulate incoming invoices accordingly
- Data entry of invoices
- Ensure all invoices are entered in a timely manner and provide support to the team as required.
- Ensure process compliance for approvals and payments
- Work with the project team to ensure cost coding is correct
- Interact with procurement department to correct any Purchase order issues
- Scanning of invoices, where applicable, along with backup documents for online filing
- Coordinate with suppliers and external contacts via email or telephone
- Liaise with field personnel for approvals and requesting additional commitments where required
- Understanding project requirements
- Ensuring all A/P documentation (policies and procedures) are prepared, maintained and harmonized (whenever possible)
- Additional duties as assigned

Requirements:

- 1 to 3 years of accounting and Accounts Payable experience preferably in a high-volume job site environment in the construction industry
- Related Post-Secondary education
- Demonstrate computer software proficiency with Microsoft Office; advanced Excel skills would be a strong asset.
- Strong organizational skills in order to meet multiple deadlines, prioritize and execute multiple tasks, while maintaining attention to detail
- Willingness to take initiative
- Flexibility to manage increased volume of work at month-end
- Desire to take ownership of tasks assigned and willingness to learn
- Effective interpersonal and communication skills, both written and oral
- Ability to work effectively with limited supervision within a fast pace team environment



Working Conditions/ Physical Effort:

- Able to perform in a fast-paced environment
- Prolonged sedentary positioning
- Walking, lifting, equipment operation, etc.
- Moderate physical activities
- Ability to use stairs, ladders and climb over rough terrain
- Primary work location is the Project site for Mosaic Transit Group

We offer a competitive compensation and benefits package in a fast-paced work environment. We are looking for innovative, forward-thinking people who enjoy challenges and want to work on leading-edge infrastructure projects.

We thank all applicants for their interest, however, only those selected for further consideration will be contacted.

To apply for this position, please submit resume online by clicking here: workforce@mosaictransit.com