

Job Posting – Township of Langley

Job Title:	Accounts Payable Coordinator
Competition Number:	25-U088
Employment Type:	Regular Full-Time
Pay Rate:	\$37.58 - \$44.22 per hour (five steps, 2024 rates), plus benefits
Hours of Work:	35 hours per week; Monday to Friday, 8:30am – 4:30pm
Competition Opening Date:	July 7, 2025
Competition Internal Closing Date:	July 15, 2025
Competition External Closing Date:	July 21, 2025

Job Overview

The Township of Langley is currently recruiting for a regular full-time **Accounts Payable Coordinator** to join our team of professionals in the Finance Division, Financial Systems and Supplier Services Department. Reporting to the Manager, Financial Systems and Supplier Services, in this unionized position you will coordinate, review and reconcile accounts payable transactions for general ledger, suspense and other accounts while adhering to legislative and internal deadlines. You will administer payments for major capital projects, corporate purchase card transactions, handle GST/PST filings, contribute to developing and updating accounts payable policies, procedures and department training, and supervise a small team of employees. This position is well suited to applicants who are detail-oriented team players with strong problem-solving skills and experience in financial systems and accounts payable.

Responsibilities

- Coordinate, review and participate in processing and reconciling accounts payable transactions for general ledger, suspense and other accounts to ensure adherence to legislative and internal deadlines
- Plan, assign, supervise and review the work of others and assist with recruitment, training and time approvals
- Prepare entries for reverse purchase orders to suspense or generic cost accounts and reallocate expenses
- Process invoice cancellations, payment reversals and review bank transaction exception reports and error reports
- Establish holdbacks, register construction contracts for invoicing and perform lien checks on impacted properties
- Administer the corporate purchase card transaction process, review transactions for tax and coding errors and ensure purchases are in accordance with established policies
- Perform various period and year-end reconciliations for the accounts payable general ledger and set period deadlines for outstanding submissions
- Perform related work as required

Qualifications

- Completion of Grade 12, supplemented by completion of two years in a recognized professional accounting program and considerable related experience, or an equivalent combination of training and experience
- Considerable knowledge of the practices, procedures, regulations and legislation governing financial systems
- Sound knowledge of accounts payable procedures, reconciliations and transactions, and bookkeeping methods and procedures
- Sound knowledge of office methods, practices and software application systems used in the work.
- Ability to coordinate and participate in processing and reconciling accounts payable transactions
- Ability to establish priorities and schedule workload to meet deadlines
- Ability to maintain complex records and prepare related reports and statements
- Ability to establish and maintain effective communication with internal and external contacts

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We appreciate all applications; however, only short-listed candidates will be contacted for an interview.

