



RBI is a quality electrical and communication services firm, helping clients with our expertise in industrial maintenance, commercial construction, network cabling, VOIP telephony and design build.

ACCOUNTS PAYABLE COORDINATOR

As the Accounts Payable Coordinator you will:

- *Maximize discounts to process required payments in a timely fashion;*
- *Coordinate all aspects of our paperless AP approval & review process*
- *Reconcile credit card and other vendor statements;*
- *Obtain required release documents to ensure accurate payments.*

As the ideal, successful candidate you will have:

- *5+ years of previous accounts payable administration expertise;*
- *Strong Excel, Word, Outlook and ERP software experience;*
- *Superior organizational and demonstrated time management skills.*

To join our growing team, please apply in writing to:

Robertson Bright - RBI
2875 Argentia Road, Unit 1
Mississauga, Ontario

✉ careers@rbigroup.net



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