



CAREER OPPORTUNITY

ProKontrol is the largest distributor of heating, ventilation, air conditioning and refrigeration controls (HVACR) for commercial buildings in Canada. We distribute all major brands of **HVAC controls** under one roof.

More than a Supplier...A Solution! In addition to products and parts support, we also offer retrofit services, start-up services, telephone and on-site technical support, engineering design, panel assembly, technical drawings/wiring diagram and software programming. For 40 years, **ProKontrol** has been showing consistent growth with locations in Laval, Longueuil, Quebec, Toronto, Ottawa and Halifax in addition to our location for combustion. We are looking to fill the following position:

Accounts Payable Technician

Interested in a career with the **ProKontrol** team? Please send your resume to: cv@Prokontrol.com

Main Responsibilities

- Enter vendor invoices with purchase orders (P.O.s) into the system
- Process and approve vendor invoices
- Open new vendor accounts
- Create vendor records in the system
- Reconcile and verify vendor statements of account
- Generate checks, print them, and match check stubs with paid invoices
- Mail checks to vendors
- Assist with the preparation of bank deposits and make deposits at the bank
- Process employee expense reports
- Provide support to the Administration Department with various tasks
- File and maintain various documents and records
- Prepare, review, and format various documents
- Perform other related duties as assigned
- Ensure professional knowledge and skills are kept up to date Stay up to date with knowledge pertaining to new products and technologies
- Attend training sessions given by suppliers and participate in industry meetings, seminars and trade shows

Requirements

- Professional Diploma (DEP) in Accounting or equivalent
- Minimum of 2 years of relevant accounting experience
- Proficiency with Microsoft 365 and other standard office applications
- Bilingual (French and English)

Competencies

- High quality work / Attention to detail
- Sens of Responsibility
- Planning and Organizing Skills
- Teamwork
- Multitasking

We Offer

- Competitive Salary
- Full Benefits Plan including Teledoctors
- Parking, Kitchen and Complimentary Hot Beverages
- Opportunity to grow within the company
- Personalized Training for all
- Flexible Schedule
- BBQ & Other Festivities
- Technical Challenges and numerous products to explore!

Permanent • Full Time • Based in Laval

You're part of the solution! Please send your resume to: cv@Prokontrol.com