



JOB POSTING

ACCOUNTS PAYABLE SPECIALIST

Mistral Group of Companies

Division: Mistral Land Development

Hours of Work: 40 hours per week

Reports to: Director of Finance

Vacancy: Vacant

Location: Ottawa - Hybrid

Application Deadline: September 23, 2025

Status: Permanent, Full-Time

Submit to: careers@mistralgroup.ca

Salary/Wage: From \$65,000 per annum

Posting #: 02-2025-MLD

Reporting to the Director of Finance, the Accounts Payable (AP) Specialist is responsible for the accurate and timely processing of payments and payroll across Mistral Group, ensuring compliance with internal policies, legislative requirements and financial controls. The AP Specialist supports full-cycle accounts payable, payroll processing and employee expense reimbursements. This role also supports project accounting by ensuring vendor invoices and employee costs are correctly coded to the appropriate projects and cost centers.

Duties and Responsibilities:

1. Invoice and Payment Management

- 1.1 Review, verify and process vendor invoices against purchase orders and contracts.
- 1.2 Ensure proper coding of invoices to specific construction projects and cost categories.
- 1.3 Schedule and prepare payments via cheque, EFT (electronic funds transfer), etc.
- 1.4 Reconcile vendor statements and resolve discrepancies in a timely manner.
- 1.5 Ensure timely payment of vendor invoices and employee reimbursements; monitor accounts to ensure payments are current.
- 1.6 Address and document all AP discrepancies and follow up with internal stakeholders and vendors to resolve issues
- 1.7 Conduct root cause analysis for issues and propose corrective/preventative actions
- 1.8 Utilize accounting software and ERP systems to manage AP workflows.
- 1.9 Identify opportunities for process improvements and automation.
- 1.10 Participate in system upgrades and testing, as required.

2. Payroll

- 2.1 Process bi-weekly payroll for all divisions ensuring accuracy and compliance with provincial and federal regulations.

- 2.2 Maintain payroll records and ensure confidentiality of employee data.
- 2.3 Assist with preparation of payroll reports and year-end documents (T4s, ROEs, etc.).
- 2.4 Review and process employee monthly reimbursements ensuring adherence to company policy and accurate coding for reimbursement and cost tracking.
- 2.5 Support the development and communication of payroll and expense policies and procedures.

3. Project Accounting

- 3.1 Collaborate with Project Managers to ensure proper coding of project-related invoices and expenses.
- 3.2 Support the tracking and reporting of project costs and budgets by providing timely and accurate data entry.
- 3.3 Contribute to continuous improvement of financial processes and internal controls.
- 3.4 Participate in cross-functional initiatives and special projects as assigned.
- 3.5 Maintain vendor records and ensure all data is up to date (e.g. banking information, tax forms, etc.).
- 3.6 Serve as primary point of contact for vendor inquiries related to payments.
- 3.7 Communicate with vendors to address any payment-related issues or discrepancies.
- 3.8 Reconcile vendor statements and resolve outstanding balances.
- 3.9 Build and maintain strong relationships with suppliers and subcontractors.

4. Reporting and Reconciliation

- 4.1 Assist in month-end and year-end close processes.
- 4.2 Reconcile AP accounts and prepare reports for management.
- 4.3 Monitor and report key metrics (e.g. days payable outstanding, cash flow impact, etc.).
- 4.4 Review and process employee expense reports in compliance with Mistral Group policies.
- 4.5 Communicate with employees to resolve expense-related issues.
- 4.6 Reconcile corporate credit card expenses.
- 4.7 Ensure compliance with Mistral Group policies, internal controls, accounting policies, and financial regulations.
- 4.8 Maintain organized and complete documentation for audits and financial reviews.
- 4.9 Support lien waiver collection and subcontractor compliance tracking.

5. Other

- 5.1. Works in a safe manner and ensures department operations are carried out in a safe manner in accordance with the Occupational Health and Safety Act, associated regulations, Mistral Group of Companies' policies, procedures, and other associated legislation.
- 5.2. Other related duties, as assigned.

The successful candidate will possess the following:

Education

- Degree or diploma in Accounting, Finance, Business Administration or a related field.

Experience

- Minimum three (3) years in an accounting position with a focus on accounts payable and payroll.
- Experience working with ERP systems (SAP, Oracle, NetSuite or QuickBooks) and expense software programs (Expensify, Concur).
- Some experience in project accounting is preferred.

Knowledge, Skills and Abilities

- Working knowledge of accounting principles.
- Understanding of payroll legislative and best practices.
- Excellent attention to detail and organizational skills.
- Strong communication, both written and verbal, and problem-solving skills.
- Demonstrated organization skills with the ability to manage multiple projects and/or tasks, often with competing deadlines.
- Ability to work effectively both independently and within a team-based environment.
- Strong proficiency in accounting software and Microsoft Office Suite (Teams, Word, Outlook, Excel, etc.).

A combination of education, training and experience may be considered.

We thank all applicants for their interest in the posted position; however, only those selected for an interview will be contacted.

Consistent with our core values, Mistral Group of Companies is an equal opportunity employer committed to providing an inclusive, barrier-free recruitment and selection experience, and work environment. We will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process up to the point of undue hardship. If you require accommodations, please contact Human Resources (careers@mistralgroup.ca) to make appropriate arrangements.

Please be advised that Mistral Group of Companies may use Artificial Intelligence (AI) technology at any stage of the hiring process, including screening, evaluating, and selecting qualified candidates.

Mistral Group of Companies also frequently audits resumes of internal and external applicants to validate the accuracy and trustworthiness of information provided. Falsification of information at any time throughout the recruitment process may result in disqualification. Internal applicants may be subject to discipline, up to and including termination.