



Flexiti Financial

Flexiti has reimagined point-of-sale (POS) consumer financing to drive sales for retailers in-store and online, becoming one of Canada's leading private label credit card issuers. Through our award-winning platform, we deliver a POS financing experience across any device that is customer-centric, simple and intuitive. Without the need to integrate into existing POS systems, retail partners can easily offer the same fast and paperless financing solution across all retail locations and sales channels to increase revenue and build loyalty through repeat purchases. Flexiti's joint venture with [Globalive Technology](#) demonstrates its commitment to innovation in the payments space through the development of solutions leveraging artificial intelligence and blockchain technology. With high approval rates, innovative products and services, flexible promotional offers and a partnership-first approach, Flexiti is helping people improve their lives through better financing. For more information, visit www.flexiti.com.

AP Specialist

Flexiti Financial is looking for an Accounts Payable Specialist to join its Finance team. We are looking for a detail-oriented individual with full cycle accounts payable experience. Supporting the Assistant Controller, the AP Specialist will lead the development, implementation, and maintenance of systems, procedures, and policies for the AP process.

Responsibilities

- Verify vendor/payment information and documentation to include reviewing for mathematical accuracy, proper authorization, and manager approval, to process payments.
- Ensure the proper filing of payable documentation and rotate files each month with proper identification and storage of prior quarters.
- Handles cash disbursements (checks, wires, ACH's and credit cards). Initiates electronic payment transfers (wires and ACH's) into the bank portal.
- Ensure Accounts payable accounts are reconciled to the related general ledger accounts and reconciling items are resolved in a timely manner.
- Lead the development, implementation, and maintenance of systems, procedures and policies for the AP process.
- Ensure and verify for accuracy, coded, reviewed for mathematical accuracy, proper authorization and approval, and entered into the ERP system.
- Process EHT, payroll entry, and credit balance refund.
- Handle vendor procurement and maintain good relationship with various vendors.
- Track expenses by department and answering to expense inquiries.



Qualifications

- 5-10 years full cycle AP experience required
- Detail-oriented and able to handle large volume of work
- Strong experience with ERP system, experience with Great Plain will be an asset
- Microsoft Office Knowledge, including Excel experience required
- Able to work well in a team

What We Offer

Below are just a few reasons why people love working here:

- An opportunity to be a part of an award winning and fast growing company
- An innovative culture that promotes autonomy and flexibility
- A dynamic team and working environment that provides ongoing support
- Frequent company wide social events and a fully stocked kitchen
- Competitive compensation package commensurate to experience