



Accounts Payable Clerk Full-Time

Campbell River Region
Campbell River

Monday August 31, 2026

\$21 - \$25/ hour (\$41,600.00 to \$52,000 per annum)

Company: Seymour Pacific Developments

Website: <https://seymourpacific.ca/careers/>

Industry: Finance & Banking

Remote/Camp Based Job: No

How to apply:

Please apply directly at:

<https://seymourpacificdevelopmentsltd.applytojob.com/apply/LyFoT1ynon>

Expiry Date:

Monday, September 14, 2026

Details:

The AP Clerk processes accounts payable transactions, maintains vendor relationships, and supports the AP team with accurate and timely processing of invoices and payments. This role requires solid accounting knowledge and the ability to work independently while following established procedures. This role is ideal for detail-oriented individuals who pride themselves on accuracy, have a keen eye for spotting discrepancies, in a supportive team environment. Your contribution to the team:

- Standard invoice processing following established procedures
- Three-way matching of invoices, purchase orders, and receiving documents
- Allocation and application of costs
- Payment preparation including EFT, check, and wire transfers
- System data entry with high accuracy standards
- Vendor inquiry management regarding payment status and account issues
- Payment confirmation and remittance coordination
- Vendor setup and maintenance in accounting system
- Statement reconciliation and discrepancy resolution
- Communication coordination with internal departments regarding vendor issues
- Backup coverage for other AP team members as needed
- Process improvement suggestions and feedback
- Quality control checks on own work and peer review
- Meeting support and note-taking as needed
- Special projects as assigned by supervisory staff
- System maintenance tasks and updates

Participate in cross-training opportunities within AP processes to provide backup support and enhance departmental knowledge and flexibility

What we offer:

Employees enjoy a wide range of benefits and competitive reward. You will be eligible to receive salary range of \$41,600.00 to \$52,000 per annum, this will be determined by your skill set, education and experience. You will also be eligible to

participate in the Company's benefits program covering:

- Employer paid extended health, vision, and dental coverage (including family)
- Employee and Family Assistance Program
- Employee Referral Program
- Yearly health and wellness benefit
- RPP eligibility after 1 year
- Employee recognition program
- In-house professional development opportunities

Why Seymour Pacific? Seymour Pacific Developments is an industry leader in building multi-family homes with unparalleled speed and efficiency. We develop and build over 1000 units a year by leveraging effective teamwork and industry expertise. We offer excellent wages and benefits, as well as a variety of training for employees who are motivated to succeed and want to expand their horizons. Seymour Pacific Developments practices equal opportunity hiring and onboarding processes to ensure equal access and participation for everyone. We understand that we have a responsibility for ensuring a safe, dignified, and welcoming environment and we are committed to creating an inclusive environment for all employees irrespective of race, colour, religion, sexual orientation, gender identity, or any other status protected by law. We believe in integrating people with disabilities into our workforce by removing barriers and meeting accessibility needs.

Qualifications & Experience:

What you need to be successful:

- One plus years accounts payable experience or equivalent accounting experience in fast-paced office environment (or demonstrated aptitude for detail-oriented work)
- Experience in accounting principles and practices
- Experience and proficiency with accounting software
- Experience using MS Excel on a frequent basis to perform work
- Professional demeanor and communication (written and verbal)
- Intermediate Microsoft Office skills
- Time management and ability to meet deadlines
- Ability to working with other team members to achieve common goals
- Abilities to process large volumes of data accurately and effectively
- Ability to maintain and build vendor relationships
- Ability to understand and apply regulatory compliance information
- Knowledge of service inventory management and coordination
- Knowledge of contract compliance monitoring
- Specialized in technology service coordination
- Ability to identify process improvements
- Knowledge of telecommunications billing processing and verification methods an asset
