

Accounts Payable Coordinator

About Rockland Scientific

Rockland Scientific is fascinated by challenging questions about our oceans. Our work focuses on the measurement and analysis of ocean turbulence, a critical but poorly resolved essential ocean variable directly related to climate change.

*Helping scientists understand
climate change.*

The measurement of turbulence is technically difficult and scientifically complex. At Rockland, a team of highly trained and motivated individuals are committed to meet this challenge and to deliver advanced measurement solutions to scientists in more than 30 countries. We take pride in our customer-first culture and maintain leadership status by collaborating with universities worldwide. Our technology and knowledge enable scientists to carry out their research and advance the understanding of ocean mixing phenomena.

About the job

The Accounts Payable Coordinator works closely with our Financial Controller to ensure Rockland's cash flow is managed effectively. This role is responsible for all aspects of accounts payable and supports the accounting components of the purchase order process. The Accounts Payable Coordinator is a key point of contact for Rockland's vendors, answering questions, assisting with processes and resolving issues. This role also works closely with our Logistics Coordinator, to verify and reconcile invoices to match our material and supply orders, helping to ensure that Rockland's material and supply records match the records in our accounting system.

About the ideal candidate

We are looking for someone who:

- Works hard and efficiently to build positive relationships with colleagues and vendors
- Values meticulous attention to detail and accuracy and finds investigating and solving problems an interesting challenge
- Wants to practice the knowledge and skills learned through coursework in "the real world"
- Is curious about how things work and willing to suggest and implement improvements
- Can multi-task effectively and recognizes when to "drop everything" because something requires attention
- Has demonstrated their ability to think critically

Required Education and Experience

- 1-2 years of accounts payable/bookkeeping experience
- 1-2 years of customer / vendor service experience
- Accounting / Bookkeeping diploma or degree (in progress or complete) is an asset

Essential Knowledge, Skills and Competencies

- High school math
- Basic bookkeeping
- Accounting principle and practices, accounts payable in particular

- Proficient with an accounting system such as Sage
- Proficient with MS Office
- Good oral and written communication skills

- Able to work independently and collaboratively
- Able to identify, investigate and solve problems

Why Join Rockland Scientific?

We are a thriving ocean technology company headquartered in Victoria with satellite sales offices in the USA and France. Our eclectic team works in an inclusive environment to design and deliver hardware, software, and service solutions. We take pride in our customer-first culture and carry out our work thoughtfully and sustainably, always considering the impact on our team, our customers, our communities, and the world.

We live our core values (our 5 C's) every day:

Customer	What makes Rockland successful is our customers' success
Cooperation	Work together as a team with colleagues and customers
Creativity	Be creative in our work to arrive at the best and simplest solution
Curiosity	Strive to learn, grow, and search for the next best solution
Civility	Be humble, honest, diligent, and courteous in all activities

We spend our work time in a like-minded team creating positive outcomes. Our team consists of subject matter experts and operational specialists who are recognized for supplying the highest quality research equipment in the field and an industry leading after-sales support program.

To Apply

- Please email HR@rocklandscientific.com
- Address your cover letter to Human Resources and include a reference to "Accounts Payable Coordinator."
- Please ensure your cover letter includes one example of working collaboratively and one example of solving a challenging intellectual problem (examples can be from your education or work related).

*We thank all applicants for their interest,
however only those candidates selected for interviews will be contacted.*