



Founded in 1982 by members of the Armoyan family, Armco Capital Inc. has grown from a small family business into a diversified and dynamic group of companies spanning from Eastern Canada into the Southern States of the US. Today, Armco is among the largest organizations of its kind in Atlantic Canada and we're not stopping. Armco continues to grow; both in business diversification, development and its team of dedicated professionals.

### **The Role: Accounts Payable Contract – Halifax (9-12 months)**

As a member of our financial team, you will possess a keen ability to focus on details and accuracy. You are highly organized, able to prioritize and you master the art of managing multiple tasks and requests with ease. You feel successful when you are completing a task on time, efficiently and correctly. While you work well independently, you're also able to work well with your team, engage your internal clients and provide support in a positive and engaging manner.

Some of the essential responsibilities of this role include, but are not limited to:

- Manage multiple accounts payable sub ledgers
- Process and code invoices and match with purchase orders
- Manage approval process for invoices, cheque requests and online payments
- Ensure timely payment of approved invoices
- Balance supplier statements
- Maintain up-to-date filing system
- Manage construction contract files
- Other related financial duties as required

### **The Requirements:**

- Post-secondary education in a relevant discipline
- Minimum two (2) years' experience in an Accounts Payable/Receivable or similar position
- Understanding of basic accounting an asset
- Intermediate to advanced computer skills (accounting software and MS Office)
- Strong attention to detail and highly organized
- Proven track record of working effectively with a team supporting internal clients

To be successful within the Armco team, you must be willing to work hard and able to pivot often. We are a company that is continuously changing and growing so you must be adaptable, positive and bring a 'can-do', self-start motivation and have a desire to hit and exceed goals. You strive to be positive, supportive and team focused.

If this sound like a role suited for you, please submit your cover letter and resume to:  
[humanresources@armcocap.com](mailto:humanresources@armcocap.com)

While we greatly appreciate all applicants, only those selected for an interview will be contacted.