VELOCITY MECHANICAL INC.

Accounts Payable Administrator

Company Overview

Velocity Mechanical Inc. is a well-established and highly respected mechanical contracting company specializing in engineered bid-and-specification projects and design-build mechanical solutions. We deliver cost-effective, professional services that support the construction needs of developers, municipalities, institutional clients, and industrial and commercial organizations throughout Ontario. Our success is built on technical expertise, strong customer relationships, operational excellence, and a commitment to quality. As we continue to grow, we are seeking dedicated team members who thrive in a collaborative, fast-paced environment and are committed to delivering exceptional results.

Position Overview

The **Accounts Payable Administrator** plays a vital role within the finance and administration team, with primary responsibility for accounts payable administration and financial record management. This position supports the day-to-day accounting operations of the company while providing exceptional service to employees, vendors, subcontractors, project managers, and other internal stakeholders.

Reporting to the Office Manager and working closely with Operations and Project Management, the Accounts Payable Administrator helps maintain financial accuracy, regulatory compliance, and efficient administrative processes while contributing to the continuous improvement of company procedures and workflows. The role will also provide payroll support and backup coverage during employee absences, vacations, and peak workload periods.

Core Responsibilities

Accounts Payable

- Process vendor and subcontractor invoices accurately and efficiently.
- Match invoices to purchase orders, packing slips, receiving records, inspection certificates, and contract documentation.
- Verify invoice coding, approvals, pricing, taxes, and supporting documentation before processing.
- Prepare and process vendor payments through cheque, EFT, and other approved payment methods.
- Reconcile vendor statements and investigate discrepancies in a timely manner.
- Establish and maintain supplier accounts, including collecting required documentation and communicating with vendors.
- Monitor accounts payable aging and ensure invoices are processed according to established deadlines.
- Follow up with vendors, suppliers, customers, and internal stakeholders regarding invoice discrepancies, payment issues, and outstanding documentation.
- Assist with month-end and year-end accounting procedures.
- Maintain organized electronic and physical filing systems in accordance with company policies and document retention requirements.

Accounting & Administrative Support

- Prepare reports, spreadsheets, and correspondence for management and operational teams.
- Assist with account reconciliations and general accounting functions.
- Support internal financial controls and ensure compliance with company procedures.
- Maintain accurate project and accounting records to support audits and reporting requirements.
- Coordinate and manage administrative documentation for projects, suppliers, and accounting activities.
- Maintain and follow up on internal deadlines and deliverables.
- Support process improvements and administrative efficiencies across departments.
- Perform other accounting and administrative duties as required.

Payroll Support & Backup Coverage

- Provide backup payroll administration support during employee absences, vacations, or periods of increased workload.
- Assist with reviewing employee timesheets, payroll reports, and supporting documentation for accuracy and completeness.
- Support payroll processing activities, including data entry, payroll adjustments, vacation tracking, and employee record maintenance as required.
- Assist with payroll-related onboarding and offboarding tasks, including employee setup, final pay calculations, and Record of Employment (ROE) preparation.
- Help respond to employee payroll inquiries while maintaining strict confidentiality.
- Support year-end payroll activities, reconciliations, and government reporting requirements as needed.
- Cross-train with payroll personnel to ensure business continuity and coverage of critical payroll functions.

Education & Experience

- Minimum 3 years of experience in accounts payable, accounting administration, bookkeeping, or a related financial role.
- Experience within the construction, mechanical contracting, or trades industry is strongly preferred.
- Post-secondary education in Accounting, Bookkeeping, Business Administration, Payroll Administration, or a related field is considered an asset.

Qualifications

- Strong understanding of accounting principles, bookkeeping practices, and accounts payable processes.
- Minimum 2 years of construction industry experience and 3+ years of accounting administration experience, or an equivalent combination of education and experience.
- Experience with ERP and accounting software systems; experience with Sage 100 Contractor is considered an asset.
- Advanced proficiency with Microsoft 365, including Excel, Outlook, Teams, and OneDrive.

- Knowledge of payroll administration principles and Ontario payroll requirements is considered an asset.
- Exceptional attention to detail, accuracy, and organizational skills.
- Strong analytical, problem-solving, and reconciliation abilities.
- Ability to manage multiple priorities and meet deadlines in a fast-paced environment.
- Excellent written and verbal communication skills with a professional and customer-focused approach.
- Ability to maintain confidentiality and exercise discretion when handling financial and employee information.
- Demonstrated ability to work independently while contributing positively within a collaborative team environment.
- Experience supporting software implementations, process improvements, or organizational change initiatives is considered an asset.
- Knowledge of the Ontario Occupational Health and Safety Act and industry compliance standards is an asset.
- Reliable, dependable, and committed to maintaining a high level of professionalism.

What We Offer

- Competitive compensation based on experience and qualifications.
- Comprehensive health and dental benefits program.
- Employer-matched RRSP program.
- Supportive and collaborative team environment.
- Modern office environment designed for efficiency, teamwork, and professional growth.
- Opportunities for career advancement and expanded responsibilities as the company continues to grow.
- Ongoing training, cross-training, and professional development opportunities.
- An organization that values teamwork, integrity, accountability, and continuous improvement.

Velocity Mechanical Inc. is committed to fostering a respectful, inclusive, and supportive workplace. We welcome applications from qualified candidates who are eager to contribute to our continued success and grow with our organization.