LIVINGSTONE LANDSCAPING
Quality, Creativity, Technical Expertise

Accounts Payable

We need someone who can keep bills, purchase orders, and vendor relationships straight while the season moves fast. If you like closing the loop — invoice in, coded right, paid on time, receipt matched — this is that job, with real ownership rather than a stack of data entry.

You will run accounts payable: code and pay bills in Telpay, reconcile vendor statements, clear credits and returns, and reconcile company credit cards. You will also issue purchase orders, match receipts in the POS and accounting system, compare supplier and freight quotes, and chase shortages before they become store problems. Plants, brick, and other materials move through this desk, so the work sits close to what the yard and store are actually selling.

Compliance is part of the role, not an afterthought. You will handle Manitoba PST self-assessments, support Saskatchewan PST clearances, and file IFTA from truck logs and shop fuel records for the quarters that fall in your term. You will also leave the files in shape for year-end and the auditor.

This suits someone with experience in payables, bookkeeping, or purchasing support who is accurate under interruptions and comfortable calling a supplier when a shipment is short. You should already be familiar with QuickBooks (or willing to learn), Excel, Outlook, and Word. A bookkeeping or business certificate helps, but a clean reconciliation and a calm vendor call matter more.

You will work mostly at a desk, with daily coordination with store management and the General Manager, who approves payments and purchasing exceptions. Occasional lifting to 20 lb. A Class 5 full licence is required only if the role includes bank or supplier runs.