



## **Axine Accounts Payable Clerk (Part-Time Contract)**

### **About Axine:**

Each year, industrial manufacturing operations worldwide generate vast quantities of wastewater with hazardous, non-biodegradable organic pollutants. Most conventional treatment methods fall short, resulting in the need to transport wastewater to off-site processing plants. This multi-billion-dollar problem poses substantial long-term risks to industries, communities, human health, and the environment.

Axine's vision is to revolutionize this landscape, setting a new benchmark by providing unmatched performance, adaptability, and value in contrast to established approaches. We are executing our mission through an extraordinary team of dedicated professionals driven by a passion for innovative solutions that reshape markets and deliver unparalleled benefits to our clientele and the planet.

Axine evolved from concept to a scalable enterprise with successful commercial deployments and multinational partnerships. Our global network is comprised of premier research institutions, suppliers, advisors, collaborators, and investors within one of the world's most prominent cleantech ecosystems. We are proud of our accomplishments and excited about our future. Grounded in the guiding principles of **Nimbleness, Innovation, and Teamwork**, we are looking for an **Accounts Payable Clerk** to join our team. If this sounds like the type of workplace where you could thrive, join us on this journey.

### **About the Role:**

We are seeking a conscientious, detail-oriented Accounts Payable Clerk to support day-to-day accounts payable operations. This is a **part-time contract position (3 days per week)**. As Axine continues to scale, there is potential for this role to transition to a full-time employee position based on business needs and performance.

You will be comfortable working independently, enjoy collaborating across teams, and thrive in a fast-paced start-up/emerging technology environment. You will also have opportunities to contribute to process improvements and automation as we grow.

**Key Responsibilities:**

- **Invoice Processing**
  - Review, verify and process vendor invoices in the systems.
  - Verify appropriate authorization and coding for invoices.
  - Resolve discrepancies and communicate with vendors or internal teams
- **Vendor Management**
  - Maintain the vendor list to ensure records remain accurate and up to date
  - Manage supplier information forms and vendor banking details, ensuring the accuracy and validity of the information.
- **Account Reconciliation**
  - Reconcile vendor statements to ensure accounts are accurate and up to date.
  - Investigate and resolve outstanding balances or discrepancies.
- **Credit Card Reconciliation**
  - Review and post credit card receipts to correct projects and GL accounts in the accounting system.
  - Reconcile monthly company credit card statements.
- **Expense Reimbursement**
  - Review and approve expense request reports submitted through Procurify.
  - Confirm that all expenses are accurately coded and the amounts are correct and comply with company policies.
  - Provide employees with necessary reminders, communicate on corrections and clarify policy requirements as needed.
- **Payment Management**
  - Prepare and process payments.
  - Apply payment in the accounting system and send vendor remittances.
  - Address and resolve payment discrepancies and issues with vendors.

**Qualifications and Competencies:**

- Certificate or Diploma in a relevant field with 1-2 years of related experience
- Experience with QBO considered an asset
- Intermediate level of Excel skill
- Effective written and verbal communication skills
- Strong attention to detail
- Excellent organized and time management skills
- Proven capacity to work independently as well as collaboratively within a team
- Ability to maintain Confidentiality
- Legally eligible to work in Canada

**What We Offer:**

- Part-time contract position: 3 days per week (with potential to convert to full-time as the company grows).
- Hourly rate: \$25–\$27, commensurate with experience.
- Opportunities for professional growth and mentorship.
- Flexible hybrid work model: 1–2 days per week in our office located on the beautiful UBC campus.

If you are a **detail-oriented and strategic accounting professional** eager to contribute to a high-growth company, we encourage you to apply via our email [accounting@axinewater.com](mailto:accounting@axinewater.com)!