



Title: Junior Accounts Payable Administrator

Location: 1042 Waverley St, Winnipeg

At The Floor Show, our people make the difference. We offer an exciting place to build your career with competitive compensation and benefit packages, company matching RRSP/DPSP program, employee home purchase program and employee discounts.

Job Overview

Reporting to the Accounting Manager, as the **Junior Accounts Payable Administrator you are** responsible for accounts payable activities. You ensure the timely and accurate payment of invoices as well as completion of other administrative tasks, such as processing outgoing mail, filing and ordering office supplies.

Your day-to-day responsibilities will include:

- Reviewing, coding and entering invoices or expenditures for payment. Matching invoices to purchase orders, ensuring correct approvals are obtained and resolving discrepancies as required.
- Scheduling payments to ensure compliance with prompt payment legislation and/or vendor discount terms.
- Preparing cheque runs, reconciling accounts, maintaining reports and completing various calculations, including items such as reconciliation of bank accounts or credit card statements, posting of journal tries, calculating holdback, self-assessed PST etc.
- Maintaining database of vendor information, responding to vendor inquiries and coordinating with vendors regarding invoices, payments and discrepancies.
- Providing support with accounting and administrative related duties as required.

As our ideal candidate, you are...

- Organized; you effectively manage your time while balancing multiple priorities.
- A strong communicator; you clearly express your thoughts in conversation and in written communication.
- An active listener; you seek to understand and listen to others in a non-judgmental way.
- Detail oriented; you focus on detailed accuracy when dealing with a high volume of work.
- A team player; you contribute as a team member and share equally in the exchange of ideas, concepts and process outcomes.

Essential Requirements

- High school diploma, or equivalent.
- Accounting certificate/diploma is preferred.
- Minimum 2 years of relevant experience.
- Satisfactory verification of criminal record check.
- Comfortable using office equipment, Microsoft Office programs (Outlook, Word, Excel, Teams, SharePoint and PowerPoint) and accounting software.

What We Value

- Creating trusting and successful working relationships.
- Setting clear, measurable and achievable goals.
- Cooperating with team members in an open, positive and respectful manner.
- Taking responsibility for the outcomes of decisions and actions.
- Staying current on technical job skills.

Working Conditions

You primarily work in an office setting during regular business hours. Overtime may occasionally be required.

About Us

The Floor Show was founded in Winnipeg in 1998. The company's products include flooring for new home construction, multi-family housing, retail, insurance, hospitality, light commercial and heavy commercial flooring. The Floor Show also has a window covering and countertop division. To learn more, click [here](#).

Qualico welcomes applications from people with disabilities. Accommodations are available upon request during the assessment and selection process.

Candidates being considered will be contacted. We thank you for your interest. Join our Talent Community to stay up to date on job opportunities and to find out why we have the best reasons to come to work every day.

Closing Date: October 27, 2026

[Apply Here](#)

#thefloorshow