

Accounting Coordinator

Dinoflex is expanding our inventory team! We are committed to growing the business profitably without losing sight of our vision and core values. As a member of the Inventory Team, your part of that commitment is to stay focused on Safety Above All, Employee Care, Customer Intimacy, Business Innovation, and Extreme Ownership and to contribute meaningfully to these values.

Position Summary:

The Accounting Coordinator is responsible for supporting daily financial operations, with a focus on accounts payable, reconciliations, and transaction processing. This role manages invoice entry and vendor setup in SAP, processes expense claims, and ensures accurate account reconciliations, including warranty and freight accrual accounts. The position also supports cash flow tracking, claim and return processing, and maintains organized financial records. Additionally, the Accounting Coordinator reviews vendor statements for discrepancies and assists with various accounting tasks to ensure efficient and accurate financial operations.

Your job will be entirely at our headquarters in Salmon Arm, BC. We start you at \$28.00 per hour on a full-time basis.

Responsibilities:

- Manage accounts payable, including invoice entry, vendor setup, and maintaining the A/P inbox
- Process expense claims and ensure proper documentation and approvals
- Set up new customer and vendor accounts in SAP
- Perform account reconciliations, including warranty, claims, and freight accruals
- Monitor and track cash flow and assist with reporting
- Process returns and claims in coordination with internal teams
- Prepare and file PST/GST reports
- Review vendor statements and follow up on missing invoices
- Record landed cost entries and support accurate inventory costing
- Submit daily bank statements and support general financial recordkeeping
- Assist with additional accounting and administrative tasks as required

The team member we are looking for will ideally have the following knowledge and skills:

- 2+ years of experience in an accounting or accounts payable role
- Post-secondary education in Accounting, Finance, or a related field (or equivalent experience)



- Experience working with accounting software (**SAP experience considered an asset**)
- Strong understanding of accounts payable processes and basic accounting principles
- Experience with reconciliations and financial recordkeeping
- High level of accuracy and attention to detail
- Strong organizational and time management skills, with the ability to manage multiple priorities
- Effective communication skills and ability to work collaboratively with internal teams and vendors

For any questions regarding the position or for submitting a resume, please contact our HR department at hr@dinoflex.com or call the office directly at 250-832-7780.



“We believe when we help our customers succeed, we succeed.”