EMPLOYMENT OPPORTUNITY – ACCOUNTS PAYABLE CLERK

THE COMPANY

Harvey's is Newfoundland and Labrador's trusted choice for energy solutions, known for our dedicated people, prompt and safe service, and a culture rooted in inclusion, respect, and a job well done. With a team of over 50 and more than 16,000 customers across the island, we provide heating oil, diesel, lubricants, heat pumps, mini-splits, and propane, all while investing in innovation and sustainable growth that supports our customers, employees, and communities. We pride ourselves on offering specialized training, living our core values of safety, knowledge, friendliness, reliability, empathy, and respect and delivering the warm service our province has trusted for generations. As a joint venture between A. Harvey & Co. Ltd. and Suncor Energy Inc., we continue to grow responsibly, stay true to our local roots, and remain focused on delivering energy solutions that meet the needs of a changing world.

EMPLOYEE OFFERINGS

When becoming an employee with Harvey's some of the employee offerings you will be eligible for are the following:

- Defined Contributions pension plan
- Robust Benefits plan through Blue Cross
- 12 Paid personal leave days per calendar year
- Corporate Wellness Policy
- Statutory and other provincial holidays totaling 15 paid days per calendar year
- Internal Short Term sick leave program
- Education reimbursement policy
- Paid vacation starts at 3 weeks
- Free Employee Parking

THE ROLE

Harvey's has an opening for the position of a full-time, permanent Accounts Payable Clerk located in our office at 87 Water Street, St. John's. Specific responsibilities of this role include but are not limited to the following:

- Record Vendor Invoices, preparing for payment, printing, and filing related reports.
- All filing to Accounts Payable Files
- Assist Vendors with Setup and General Inquiries
- Maintaining Vehicle maintenance log. (Backup)
- Month End Review of Regular Expenses and Accruals
- Reconciliation of various General Ledger Accounts
- Assist with Year End Audit File
- Answer All Incoming Calls as part of a Phone Queue
- Front Counter (Backup)
- Preparing Customer refunds from account as requested.
- General Customer Service
- Various Administrative Duties as Required

THE CANDIDATE

The ideal candidate will possess:

- Post-secondary education in accounting (certificate or diploma) with related experience.
- Superior oral, written, interpersonal and communication skills.
- Proficient in computer applications including Microsoft 365.
- Dependable with proficient attention to detail.
- Excellent customer service skills;
- Strong organizational and time management skills;
- Strong problem-solving, critical thinking and decision-making skills;
- Customer Service skills
- Highly developed organizational skills.
- Strong analytical skills.
- Good interpersonal skills.
- Ability to recognize and resolve conflict.

The ideal candidate will be:

- Ability to work in a repetitive, multitask environment with high degree of interruption.
- Ability to work independently and in a team environment.
- Ability to effectively manage time and meet deadlines.
- Ability to work as a member of the Harvey's Accounting team.
- Ability to provide professional and courteous service in any scenario.
- Ability to understand and work with diverse groups of people and clients.

Individuals interested in applying for this position should send a resume by November 4th, 2026 to:

Harvey's
87 Water Street
St. John's, NL A1C 5X3
Email: humanresources@aharvey.nf.ca
https://harveysoil.ca/

Harvey's is an equal opportunity employer; however only those selected for an interview will be contacted.