

Accounting Technician (AP) (Full-Time; 12-month Contract)

Location: Richmond, BC

Pay Range: \$50K - \$56K

Posted: October 13, 2026

About Us:

CDS Group of Companies is the single contact for National and International clients looking for efficient and cost-effective supply-chain solutions for the Canadian market.

Specializing in Ambient, Refrigerated, and Frozen supply chain food and beverage services, we strive to offer exceptional customer service to our clients, while promoting opportunity, and a team-first environment for our team. Our services include multi-temperature warehousing, distribution, freight and transportation management, pick and pack fulfilment, cross-docking and transloading. A true "one-stop shop" operation, we can handle products from grocery to consumer goods for any company looking to improve their supply chain throughout Canada and from Canada to cross-border and international markets.

About the Team:

The Finance team is committed to ensuring the finances of the company run smoothly and that we maintain healthy relationships with our vendors. Dedicated to finding the best technology solution for our needs today and into the future, this team welcomes ideas! We believe in focusing to get the job done, while fostering a fun team atmosphere.

What You'll Do:

- Perform clerical duties related to the efficient maintenance of vendor files and processing of accounts payable transactions.
- Receive and verify invoices, code, and route for approvals to appropriate cost centres.
- Manually enter reimbursements and other ad-hoc payables in GP Dynamics.
- Gather and sort receipts and reconcile monthly credit card payments.
- Prepare and process weekly EFT run.
- Reconcile vendor's statement of accounts monthly.
- Timely payment processing of credit cards and pre-authorized invoices.
- Respond to internal and external inquiries / correspondence.
- Perform Accounts Payable (AP) ad-hoc duties assigned by the supervisor or corporate controller.

Who You Are:

- You have completed an Accounting Degree/Certificate or have relevant full-time accounting experience.
- 1-2 years of relevant experience.
- Proficient in using a variety of software applications.

- Good understanding of AP bookkeeping, including coding vendor invoices and identifying prepaid expenses and fixed assets.
- Possess excellent communication skills, both oral and written. Good command of the English language.
- A fast learner, well-organized, detail and customer-oriented self-starter.
- Time management- work within mandatory deadlines/timelines.
- Strong computer, organizational & administrative skill.
- GP Dynamics knowledge and OCR invoice handling experience is an asset.
- Able to pass criminal background check.

How to Apply:

Interested applicants should submit their resume to hr@cdsltd.ca. No agencies please.

Internal applications are welcome! You must be employed for at least 6 months to be eligible to apply.