

## Accounts Payable and Payroll Supervisor

### Scope:

Iogen Corporation is seeking a highly organized and experienced AP and Payroll Supervisor to join the Finance Team for a 14 month full time term position. Reporting to the VP Finance, this role will be responsible for a 45 employee payroll, as well as oversight of Accounts Payable.

### Primary responsibilities of this role include:

- Timely and accurate processing of accounts payable
- Process expense reports
- Prioritize and oversee the work of an accounts payable clerk
- Process bi-weekly payroll runs for Canadian and US employees
- Support month end close and reporting
- Manage benefits programs and respond to any related inquiries
- Audit related work/support for AP and Payroll
- Monthly report generation for senior management

### Qualifications

- Degree in business administration, accounting, finance, or related field
- 5-7 years' Accounts Payable and Payroll experience
- 2-3 years' supervisory experience
- Experience with Microsoft Dynamics and/or ADP preferred
- Strong analytical and problem solving skills
- Excellent written and verbal communications skills
- Ability to manage multiple priorities with a focus on detail

### About Iogen:

Iogen Corporation is a leading technology firm specializing in the development of technology for biofuels including cellulosic ethanol – a fully renewable transportation fuel made from agricultural residue that can be used in today's cars. The Company has been producing cellulosic ethanol at its Ottawa demonstration plant since 2004 and has recently enabled a major sugarcane ethanol producer in Brazil to produce cellulosic ethanol using Iogen technology.

Iogen provides challenging opportunities and competitive rewards.

### Contact Details:

Please apply to [careers@iogen.ca](mailto:careers@iogen.ca), and include the job title in the email subject line.

Deadline for applications is **March 3, 2017**.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.