



Accounts Payable Administrator

Location: Vancouver, B.C.

Company/ Division Overview

Sunniva Inc., through its subsidiaries, is a vertically integrated medical cannabis company operating in the world's two largest cannabis markets – Canada and California – where we are committed to delivering safe, high-quality products and services at scale.

Our business vision is to become the lowest cost, highest quality cannabis producer in the markets we serve by building large scale purpose built current good manufacturing practices greenhouses, offering better quality assurance with cannabis products free from pesticides, providing better patient and doctor access to cannabis education and sourcing better therapeutic delivery devices.

Sunniva is constantly seeking high calibre talent who bring excellence and enthusiasm to our expanding operations. We value uniqueness and different perspectives as they play a critical role in our success. To achieve this, individuals are selected based on qualifications, merit, and abilities.

The Role

The Accounts Payable Administrator is a key member of the Finance team. As the Accounts Payable Administrator, you will work in our downtown Vancouver office and be reporting to the Corporate Controller. You will be responsible for the processing of supplier invoices and related activities for all operating entities including three Canadian subsidiaries and two US subsidiaries. The ideal candidate understands what is required to succeed in a fast-paced environment and has experience working in a company with multiple subsidiaries in multiple currencies.

Key Responsibilities

The key responsibilities for the position include, but are not limited to the following:

- Responsible for data entry of invoices and payment to suppliers in a timely manner, including obtaining appropriate levels of authorization, across several subsidiaries.
- Cheque processing and EFT preparations as required.

- Maintain appropriate records for vendors, prepaid assets, fixed assets and share issuance costs.
- Responsible for clearing the credit cards and reconciling to the GL.
- Carrying out month-end procedures and facilitate accurate financial period cut-off procedures, include management of accruals.
- Provide support to business leaders on accounts payable-related questions.
- Manage the accounts payable email accounts.
- Reconcile vendor statements as required.

Qualifications and Experience

- A Business diploma or degree in business or equivalent.
- 3 to 5 years of full-cycle accounts payable experience working with multiple subsidiaries in multiple currencies.
- Experience working in a public company is considered an asset but not required.

Skills, Knowledge, and Ability

The requirements listed below are representative of the knowledge, skills and competency required for this role:

- Ability to multi-task and drive multiple initiatives forward.
- Advanced data entry skills with high level of accuracy.
- Conscious of details; methodical, organized and structured.
- Excellent interpersonal, communication and organizational skills.
- Aptitude to work within a team environment.

Working Environment

- Working within an office setting.
- Functioning in a flexible workplace.

Sunniva offers a competitive salary and benefits package.

Apply Today

Interested applicants, please submit a cover letter and resume in confidence to recruiting@sunniva.com, referencing **Accounts Payable Administrator** in the subject line.

This position will be open until filled. We thank you for your interest in joining our team however, only those applicants considered for the position will be contacted.

Sunniva is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

For more information on Sunniva Inc. please visit our website at www.sunniva.com

