JD AERO

We're Hiring!
Accounts Payable & Payroll Clerk

Job Title: Accounts Payable & Payroll Clerk
Position Type: Temporary, Full Time – One (1) year contract
Location: 13-475 Airport Road, Sault Ste. Marie Airport
Posting Expires: October 23, 2026

Job Purpose:

Our continuous growth creates a demand for heavy maintenance lines. We service Dash 8, CRJ, ATR, ERJ and 737 series aircraft.

We expect applicants to be ready to work in a fast-paced work environment. Our role requires individuals to have excellent communication skills with a team player attitude!

Job Description:

Works closely with the executive team as well as the Production Manager, Human Resources, Stores and the Technical Records Departments to complete all duties, as required. This position fulfills tasks related to payroll, accounts payable, purchasing (purchase orders), and government mandated reports to maintain efficiency for all related business responsibilities. This is a one-year maternity leave contract position that requires regular interactions with employees, supervisors, and vendors.

Responsibilities and Competencies:

Payroll:

- Responsible for processing payroll for all employees and contractors on a bi-weekly basis using the accounting software
- Monitor and verify all employee hours bi-weekly, enter data into the accounting software as part of the preparation stage of payroll process for entire staff
- Accountable for disseminating to all company employees' paystubs in a timely manner
- Track and maintain all employee vacation, personal leave, and bereavement leave, medical leave requests, ensuring employee payroll reflects accurately with the number of days taken, number of days remaining, and number of days paid out for current cheque
- Prepare payroll summary reports for Managing Directors for final review and approval
- Prepare and present bi-weekly Payroll Liabilities Reports to Managing Director, Operations and Finance
- Respond to employee inquiries in timely manner.

Accounts Payable:

- Process all external vendor invoices using accounting software to compare and verify against company purchase orders and prepare invoices for their proper accounts
- Reconcile external vendor statements and records to ensure balance between the aforementioned resources
- Prepare and present Accounts Payable report to Managing Director, Operations and Finance for final review and approval
- Prepare payments electronically or cheque for all external vendors in a timely manner
- Send remittance to vendors

Other:

- Create purchase orders upon request in accounting software.
- Other duties as required

Education Requirements

- Diploma in Accounting, Business Administration, or other related fields

Skills & Qualifications:

- Minimum of 2 years of experience in payroll and accounts payable in a computerized environment
- An aptitude for accounting concepts and knowledge of generally accepted accounting principles (GAAP) and Accounting Standards for Private Enterprises (ASPE)
- Must have advanced working knowledge of computer software systems including QuickBooks and Microsoft office Suite, with an intermediate to advanced knowledge of Excel.
- Ability to handle large volumes of data with close attention to detail and accuracy
- Excellent communication and collaboration skills required to support business partners
- Strong analytical skills, ability to prioritize, and work independently
- Computer proficiency, including intermediate knowledge of spreadsheet applications is an asset
- Must be able to legally work in Canada.

Working hours:

Working hours are mainly 8:00am to 4:30pm Monday to Friday, and overtime scheduled when required. Extra hours may be required to complete project deadlines and support operating at critical times.

How to Apply:

If you are interested in this job opportunity and possess the required qualifications, please send a copy of your cover letter and resume with references via email to: careers@jdaeromaintenance.com

We appreciate all interested applications; however only those selected for an interview will be contacted.

Please quote the job title you are applying for in the email subject line.

Why JD Aero Technical:

JD Aero Technical was established in 2007 and we are in our eighteenth year of operation as the chosen heavy maintenance provider for several of North Americas Q400 operators. We are looking to add to our group of over 100 employees who have all worked hard to build our diversified and experienced workforce. We offer competitive wages with good opportunities for overtime while maintaining a healthy work life balance.

Successful candidates will receive a competitive salary. Based on your commitment and dedication, there is the opportunity for training and room to grow to Senior and Shift Lead roles.