

Skilled, knowledgeable people are critical to the success of the CSI group of companies. There are career opportunities both within and across our group of companies. In support of your continuing career development and growth, we would like to bring to your attention the employment opportunities available within your own company and those currently available across all of the CSI group of companies.

Should you be interested in investigating these opportunities, please follow the instructions outlined in each job ad OR if you know of a potential candidate, please promote the opportunity.

Intra-Company Application Process:

Ideally all employees should feel confident in their ability to have an open and candid discussion with their immediate manager about career interests and career plans.

However, in recognition that not all employees may have this rapport with their manager, our intra-company application process will, as a first step, ensure that employees have the opportunity to investigate career opportunities with assurance that their initial interest will be held in strict confidence. Consequently, the following application process has been established:

1. If you are interested in an opportunity at one of the CSI group of companies, please contact the individual listed in the company job ad. They can provide you with details about the opportunity and will do a preliminary assessment as to your suitability for the position.
2. Should both you and the company wish to proceed further, you will go through the initial interview process.
3. After this initial interview if there is interest by both you and the company to move forward, you will be required to communicate your interest in this opportunity with your current manager. Human Resources will also be made aware of your interest and will make available to the hiring company performance related and other reference material.

Again, if required, confidentiality at the onset will allow you to investigate options across the CSI group of companies. However, once mutual interest is established, you will need to speak to your manager before the interview process continues. We believe that it is important that you initiate an open discussion with your current manager about your career interests and permit him/her to understand and respond to this interest.

**HARRIS COMPUTER SYSTEMS
ACCOUNTS PAYABLE
OTTAWA, ON**

THE COMPANY

Harris Computer Systems has been providing complete Customer Information System (CIS) and Financial Management solutions exclusively to public and municipal utilities for over 32 years. Our track record speaks for itself. We are an experienced, solid company with proven solutions that are presently in use by over 3,000 customers across North America. We are the number one provider of powerful Financial and CIS solutions because of our specialized understanding of the electric, water and gas utility industry and our commitment to customer relationships.

Harris Computer Systems is a member of the [Constellation Software Inc.](#) ("CSI") group of companies. CSI is rapidly growing conglomerate of vertical market software (VMS) companies; each focused upon dominating its respective market niche. Constellation's growth is based on a simple strategy: identify promising VMS firms; acquire them; and then integrate them into the Constellation family while building on their fundamental strengths to help them become world class organizations. CSI is a publicly traded company listed on the TSX.

JOB SUMMARY

The Accounts Payable team member must be resourceful, inquisitive, self-motivated, possess strong interpersonal skills and be capable of handling high work volumes with accuracy during peak periods. The Accounts Payable team member will be responsible for assisting the Director of Finance in a range of tasks like processing supplier invoices and employee expense reports, dealing with employee & supplier inquiries and requests, and assisting with financial analysis.

JOB RELATIONSHIPS

- A. Reports to: Director of Finance
- B. Interrelationships: Corporate Accountant and Director of Finance
Divisional Controllers

JOB DUTIES & RESPONSIBILITIES

- Responsible for the timely and accurate processing of payable and expense transactions
- Responsible for safeguarding corporate assets by ensuring all claims are mathematically correct and include the appropriate approvals for all levels of expenditures.
- Must respond to supplier and employee enquiries politely and in a timely manner
- Responsible for timely and accurate processing of GST and Provincial/State taxes returns and remittances
- Maintaining proper files of supplier invoices and expense reports.
- Assist with document shipping as required.
- Providing support to the Corporate Accountant and Director of Finance.

JOB REQUIREMENTS

- Post secondary education with a focus on business /accounting or equivalent work experience
- Experience with Great Plains is an asset.
- Proficiency in Microsoft applications: Word, Excel, Outlook.
- Able to manage multiple priorities.
- Excellent interpersonal skills.
- Excellent communication skills - both oral and written.
- Ability to work in a team environment.
- Attention to detail and accuracy.
- Bilingualism is desired but not required.

SALARY

Salary will be commensurate with experience and job responsibilities. Harris offers excellent fringe benefits including a generous bonus plan, vacation policy and health, dental, life and disability insurance.

Please mail, fax or e-mail your resume to the Human Resource Coordinator at:

Harris Computer Systems
Attn: Human Resource Coordinator
1 Antares Drive, Suite 400
Ottawa, Ontario K2E 8C4
Fax: (613) 226-3377
Email: hr@harriscomputer.com

Please feel free to browse our website for further information at
www.harriscomputer.com

“An Equal Opportunity Employer”