

# MEMO

**DATE:** September 24, 2021  
**TO:** Finance and Administrative Services  
**FROM:** Vivien D'costa, Supervisor, Accounts Payable and Payroll  
**SUBJECT:** Appointment of Mathew Ellis to Senior Accounts Payable Clerk

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I am pleased to announce that Mathew Ellis will be joining the Accounts Payable Team, as Senior Accounts Payable Clerk, effective September 27, 2021.

Mathew holds an Accounting Diploma from Algonquin College.

Mathew brings over ten years' experience to our Accounts Payable team. He comes to Algonquin from Mazin Investments where he has worked as an Accounts Payable Clerk since 2020. Previously, he worked as an Accounts Payable Clerk at Lee Valley Tools.

Please join me in welcoming Mathew to the Finance Team!