

THE JOB

Accounting Administrator - UST Supplies and Freight in the Weston Forest Finance Department.

DUTIES & RESPONSIBILITIES

General Accounting:

- Process invoices and issue payments to UST Suppliers within established payment terms.
- Prepare supporting documentation, process invoices and issue payments to Canadian and UST General Freight Suppliers.
- Process invoices and issue payments to Dedicated Freight Carriers (Canada Cartage, United).
- Process pre-payments and ensure timely transfer of prepayments upon receiving of Supplies.
- Process dedicated Mill invoices, issue pre-payments, ensure proper cash application and maintenance of respective registers.
- Index Supply and Freight invoices in Global Search Data Management System.
- Liaise with Sales, Operations, Production, A/P and A/R.
- Maintain proper filing of processed documents.

Other:

- Provide assistance to others in department to accommodate workload.
- Perform backup functions as required and participate in cross-training initiatives.
- Other duties as required and assigned by management.

KNOWLEDGE AND SKILLS REQUIRED

- Intermediate knowledge of accounting and business functions obtained through University degree in Accounting or related discipline and previous job experience.
- Strong initiative, proven ability to manage multiple tasks, deadlines, large volumes of work and a fast paced, service oriented environment.
- Demonstrated maturities with the ability to self-manage, organize, prioritize and interact well with others/team, ability to adapt to change.
- Intermediate to Advance Excel skills (linked spreadsheets, pivot tables. V-lookup), Word and Outlook. Experience working with an ERP system an asset.
- Strong analytical and problem solving skills with high attention to details.
- Able to take direction well, adaptable, co-operative and able to work under pressure and deadlines.
- Excellent communication skills (oral & written).
- 2 – 3 years of relevant work experience.

THE COMPANY

Weston Forest originated as a family business in 1953. Today we are a vital, dynamic organization, repeatedly acknowledged by the Canadian Business Growth 500 as one of Canada's Fastest-Growing Companies, recognized by Deloitte as one of Canada's Best Managed Companies, recipient of the Canadian Business Excellence Awards for Private Businesses, and a winner of Waterstone Canada's Most Admired Corporate Cultures Award.

Our culture is one of personal growth, continuous improvement, and opportunity. It is vibrant, informal, and inclusive. We live by our brand promise: *"YOU'LL LOVE DOING BUSINESS WITH US"*.

Our Brand Promise:

YOU'LL LOVE DOING BUSINESS WITH US

Our Core Values:

- o Entrepreneurial organization committed to continuous improvement
- o We do what we say
- o Inspiring personal and professional growth
- o Your success is our success
- o More than just a place to work
- o Results matter, but people matter more

Our Mission:

We quickly respond to our customers' needs and solve their issues with a wide variety of solutions that benefit their business.

Our Vision:

We create two-way relationships with customers and suppliers, offer diverse opportunities for our team, promote open communication with all of our stakeholders, focus on strengthening our industry and growing our company.

Our Value Proposition:

Weston Forest delivers the right solutions. We are truly focused on creating great relationships and becoming your go-to source – by doing what we say we'll do. We have proven our expertise and commitment to become one of North America's strongest and most respected organizations. Today, Weston Forest is a trusted partner to our customers, suppliers and employees. We will continue to find new ways to solve your challenges and take an active role in building a sustainable industry.

Recent Awards:

- o Proud to be named one of Canada's 10 Most Admired Corporate Cultures
- o Repeat winner of CANADA'S BEST MANAGED COMPANIES
- o One of Canada's PROFIT 500 Fastest-Growing Companies
- o Recipient of the Canadian Business Excellence Awards for Private Businesses