

Accounting Administrator

THE JOB

Reporting to Accounting Manager, this position will be responsible for various integral accounting duties as well as ad hoc analyses. The ideal candidate will be comfortable working in a high volume, fast-paced environment, self-motivated and enjoy challenges.

DUTIES & RESPONSIBILITIES

General Accounting

- Process Direct shipment invoices, invoices to assigned Customers and support Yard invoicing.
- Process Customer Billing Adjustments (Claims) and Credit Notes.
- Run daily TW-to-GP integration process.
- Process daily cash and Credit Notes application.
- Process Credit Card Customer payments.
- Maintain Credit Card charge register.
- Produce Daily billing and deposits reports.
- Perform monthly reconciliations and analyses for various accounts and intercompany transactions.
- Complete various monthly journal entries, cost analyses, sales and benchmarking reports.
- Process daily bank deposits and help with bank reconciliations.
- Liaise with Sales, Operations, Production, A/R, A/P, and Corporate Office.
- Perform any additional duties as required.

Other

- Provide assistance to others in department as workload allows.
- Perform backup functions as required.
- Participate in cross-training initiatives.

KNOWLEDGE AND SKILLS REQUIRED

- College or University degree/diploma in Accounting .
- 2 – 3 years of relevant work experience.
- Excellent Communication skills (oral & written) .
- Excellent attention to detail.
- Able to take direction well, adaptable, co-operative and able to work under pressure and deadlines.
- Strong initiative, proven ability to manage multiple tasks, deadlines, large volumes of work and a fast paced, service oriented environment.
- Strong work ethic and a positive attitude.
- Demonstrated maturity with the ability to self-manage, organize, prioritize and interact well with others/team.

All candidates are required to be fully vaccinated.

THE COMPANY

Weston Forest originated as a family business in 1953. Today we are a vital, dynamic organization, repeatedly recognized by Deloitte as one of *Canada's Best Managed Companies*, recipient of the *Canadian Business Excellence Awards for Private Businesses*, and winner of *Waterstone Canada's Most Admired Corporate Cultures Award*. Weston Forest is certified as a Great Place to Work®!

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 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

