

CONREX STEEL LTD

JOB DESCRIPTION

Title: Accounts Receivable/Account Payable/Office Admin for Aberfoyle Metal Treaters

Reports To: Controller located in Conrex Steel Ltd.

Job Summary: Responsible for assisting the Controller in the processing of AR/AP for Aberfoyle Metal Treaters in an effective, accurate and timely manner while providing local administrative support.

Specific Duties:

Accounts Payable:

Code and process all accounts payable transactions, while ensuring costs are appropriately recorded.
Prepare payments for invoices due for payment.
Match payment documents to invoices and submit for approval.
Submit payments upon approval and file paid invoices in the appropriate account's payable files.
Liaise with vendors and staff for appropriate supporting documentation and respond to inquiries regarding the status of payments as required.
Review and reconcile payments made by credit cards ensuring appropriate supporting documents.

Accounts Receivable:

Prepare bank deposits for customer payments and take deposits to bank as required.
Process accounts receivable transactions (apply payments to customer accounts).
Monitor the status of receivables and liaise with staff to ensure follow up with customers on outstanding receivables in compliance with company credit policy/ HQ requirements.
Review and record payments made by credit card.

General Accounting & Administration

Responsible for all aspects of payroll for hourly staff.
Provide general accounting support and general administration support as required.
Prepare General Ledger account analysis as required.
Assist with Phones/filing as required
Other duties as assigned from time to time.

Qualifications:

Experience in a similar role with 3-5 years.
Advanced proficiency in Microsoft Word and Excel is an asset.
Ability to deliver excellent service at all levels internally and with external partners and stakeholders.
Excellent communications skills, both written and verbal.
Extremely detail-oriented with the ability to follow up on items or determine appropriate steps for timely resolution.
Ability to work within a team structure and in a shared office space.
Has their own transportation in order to travel to Teffline Coatings (Burlington) on a structured basis.

Note: Aberfoyle Metal Treaters is part of the Conrex Group of Companies. This role is in Aberfoyle.