

JOB DESCRIPTION

ACCOUNTING ADMINISTRATOR

Position Summary

All members of the Sexton Family of Companies team will demonstrate respect and ethical conduct, will work safely, provide excellent member service, and will work with the team to support superior performance in the achievement of both individual and company goals.

Reporting to the Group Accounting Manager, the Accounting Administrator is required to ensure we process all financial transactions accurately and on time. The Accounting Administrator will be required to perform a variety of accounting duties on behalf of the Company and is required to protect the Company's value by keeping information confidential.

Key Responsibilities

- Assisting the Accounting Manager in financial closings, including performing month-end and year-end close procedures in our financial systems.
- Providing accurate and effective document preparation and records management in accordance with records retention policies and procedures.
- Working closely with other accounting team members to investigate and resolve any irregularities or manage enquiries.
- Communicating with members and vendors regarding invoices, credits, claims, rebates, payment inquiries and discrepancies in a timely and professional manner.
- Daily invoice and credit processing using multi-platforms to process and generate documents, ensuring proper approvals and correct coding are applied.
- Ensuring incoming payments, invoices and credits are entered to member accounts with accuracy and proper supporting.
- Ensuring member or vendor cash discounts and credits are properly applied and/or taken.
- Checking and updating product/rebate/category coding in invoices and credits to ensure line items are correctly assigned for rebate calculations on a timely basis.
- Generating member statements and reconciling member accounts.
- Ensuring vendor monthly statements are reconciled on a timely basis.
- Managing daily cheque deposits.
- Producing daily, monthly and ad-hoc reports for internal and external customers, including purchase and sales reports.

As a member of the Sexton Group team, employees may be requested to contribute to duties outside of the role's main scope of responsibilities as per required qualifications, licensing, and safety certifications. This will include providing backup for other functions within the Accounting Team, based on experience and skill level.

Skills & Qualifications

- GED (Grade 12), post-Secondary education considered an asset
- 1-3 years of work experience as Accounts Receivable Assistant, Administrator or Specialist
- Excel training and experience working with accounting software is considered an asset

- Bilingual in English and French an asset

Competencies

- Excellent verbal and written communication skills.
- Solid understanding of basic accounting principles.
- Proven ability to calculate, post and manage accounting figures and financial records
- Demonstrated attention to detail by providing accurate and timely information using Excel and other platforms or databases
- Be proficient in SAP Business One, Microsoft Office (including TEAMS) and other technology applications relevant to the role.
- Highly motivated in a fast-paced environment
- Ability to work collaboratively with a team but also work alone unsupervised

Pre-employment Conditions

- Consent to and pass a pre-employment drug test (Policy C-14 Substance and Alcohol Abuse Prevention).
- Consent to and pass a satisfactory (soft) Credit Record Check.
- Execution of a Non-Disclosure, Non-Use, and Non-Solicit Agreement.