

## **JOB POSTING: Accounting Administrator**

Polycorp Ltd. is the industry leader specializing in the design and manufacture of engineered polymer products for a global customer base in the Rail, Mining and Protective Linings industries. Located in Elora, 30 minutes from Guelph or Kitchener-Waterloo.

The Company offers:

- Competitive compensation
- One of the **best benefit and pension programs** in the area
- Staff appreciation events
- Education assistance program
- Awards program

### **POSITION SUMMARY:**

The basic function of the Accounting Administrator position is to handle different aspects of daily banking, accounts receivable and payable transactions, and to assist in maintaining account reconciliations. This position reports to the Controller of the company and is an on-site position. The hours are 8:00 am to 4:30 pm.

The Accounting Administrator is a detail-oriented, analytical, and self-motivated individual that displays initiative and excels in an environment that requires multi-tasking.

### **DUTIES & RESPONSIBILITIES**

- Daily banking – reconcile to bank reports.
- Prepare daily deposits and post cash receipts to company accounting software
- Accounts receivable support –collection activity, some AR invoicing, customer set-up
- Maintain effective billing and collection practices for outstanding accounts receivable.
- Maintain accurate, complete, and well-organized AR records.
- Collects accounts by contacting customers, investigating, and resolving collection issues.
- Accounts payable support – fielding and responding to supplier inquiries, AP invoice processing and cheque runs, AP invoice entry as required
- Account reconciliations – aid in preparing monthly account reconciliations
- Maintains accounting ledgers by posting monthly journals.
- The duties and responsibilities outlined are representative, but not all-inclusive.
- Accounts Receivable and Month End are prioritized
- Ensure the requirements of ISO 9001 and Polycorp's QMS are conformed with.

### **SKILLS REQUIRED – COMPUTER PROGRAMS OR OTHER SKILLS:**

- Excellent verbal and written communication, as well as time management and problem-solving
- Understanding and respect for confidential information.

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**POLYCORP LTD.**

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[www.poly-corp.com](http://www.poly-corp.com)



FM 64466

- Knowledge of Microsoft office (Word, Outlook specifically);
- Advanced MS Excel skills Preferred

#### **EDUCATION & EXPERIENCE REQUIRED:**

- Post Secondary Education in Accounting, Business, or related field.
- 1-3 years experience in an accounting and administrative field
- Enrolled in or planning to enroll in program resulting in a professional accounting designation beneficial

***We thank all applicants for their interest, however, only those selected for an interview will be contacted.***

***We are an equal opportunity employer and are committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005 (AODA). Polycorp will provide accommodations to job applicants with disabilities throughout the recruitment process. If you require an accommodation, please notify us and we will work with you to meet your needs.***

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