

JOB POSTING DETAILS

Employer	OTR Wheel Engineering Inc. (OTR Wheel Engineering Inc.)	Job Type	RI
Job Title	Finance Administrative Clerk	Duration	Full Time
Job ID	11436	Location	Sault Ste. Marie
Date Posted	September 14, 2021	Closing Date	September 30, 2021

Job Overview - Description & Duties

OTR-Canada specializes in the manufacturing, distribution & recertification of wheels and rims for mining, earthmovers, construction, and forestry, agricultural and industrial machinery. At the present time our company is looking for an experienced and enthusiastic individual to join our Sault Ste. Marie team as a Finance Administrative Clerk

Reporting to the Financial Controller and providing general administrative support for the Finance Department, duties will include:

Working in the Finance department to assist in managing accounts receivable and payables

Generating and creating financial reports

Preparing journal entries, GL and bank reconciliations

Assisting with receivables; conducting credit and customer payment application

- Posting deposits

- Processing payments

- Completing monthly bank reconciliations

- Completing monthly reporting and close out processes

Assisting with payables; recording and payment process

Reviewing and verifying invoices and financial documents (travel claims/vouchers/credit card purchases, personal reimbursements, and petty cash claims) for accuracy and completeness

Monitoring expenditures against approved budget limits and providing financial information to the Managers and Director on year-to-date expenditures including commitments such as invoices and purchase orders; identifying issues and advising the Manager;

recording and tracking month end accrual information from vendors for the department

Responding to financial queries and problems such as delayed or duplicate payments, rate changes and recording errors; investigating issues and following up to correct

Assisting with marketing and other project initiatives

Performing clerical duties to maintain filing and record systems, and general office duties as assigned

All duties are to be performed with attention to detail while providing excellent work ethic

Salary: will be based on experience

Benefits include: Life, Dependent Life, AD&D, LTD, Health, Dental, Vision and Pension

Required Skills

Qualifications:

Proficient skills in MS applications including: Word, Excel and Outlook

Experience with Seradex (an asset)

Strong organizational and interpersonal skills, with the ability to prioritize and multitask

Excellent verbal and written communication skills

Adaptable, flexible and able to work under pressure

Able to meet tight deadlines
Able to exercise sound judgment; strong decision-making ability
Completion of post-secondary education; degree in Accounting or Business Administration

Other Requirements

NA

How to Apply

Applications accepted by email: brenda.butler@otrwheel.ca