

Invoicing and Costing Accountant

SUMMARY:

This is a full-time position reporting to the Controller. The Invoicing and Costing Accountant ensures to have the right information for producing margin reports by customer with accurate explanation, following established methods, guidelines and schedules using computerized and manual processing system.

KEY RELATIONSHIPS

INTERNAL RELATIONSHIPS

- Reports to the Controller
- Interacts with:
 - Finance Department
 - Project Management Department
 - Estimating Department
 - Order Processing Department
 - Shop Office Department
 - Sales Department

EXTERNAL RELATIONSHIPS

- Interacts with:
 - Customers (minimal)

RESPONSIBILITIES:

- Actively participate in problem solving, bring and propose possible solutions
- Verify billing packets before invoicing
- Work closely with Project Management, Estimating and Operations to ensure cost accuracy
- Prepare, verify and send invoices to customer
- Prepare customer deposit invoice
- Assist in month-end close, which includes reconciliations of the Balance Sheet
- Assist in the preparation on sales/use tax returns monthly/quarterly/annually
- Assist in annual audit
- Answer all customer questions
- Any other tasks requested by the Manager

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Extensive knowledge of Microsoft Excel and other tools of the Microsoft Office suite;
- Autonomous, detail-oriented and the ability to work alone and in a team
- Experience in a manufacturing environment would be preferred
- Effective attention to detail and a high degree of accuracy
- Strong relationship building and people skills
- Demonstrated proficiency and experience in handling large volume of data
- Excellent communication, organizational and problem-solving skills and ability to meet deadlines as required
- Intermediate level in Microsoft Excel
- Experience in a manufacturing environment is an asset

MINIMUM JOB REQUIREMENTS:

- Minimum 1-2 years of invoicing and cost accounting in a preferably high-volume environment
- Accounting / Diploma in Accounting