

POSITION PROFILE

Summary:

Using established guidelines and at the direction of the Senior Finance Manager, processes and records all accounts payable/receivable transactions and provides special services to the company as required; is a key contact within the Finance Department with respect to internal and external communication. As an integral member of the Phantom team, the incumbent will champion the organization's overall vision and is expected to consistently demonstrate, and encourage in others, the organization's core corporate values.

Structure:

Positions reporting to the Senior Finance Manager are Financial Accountant and Accounting Assistant (2).

There are no subordinates reporting to the position of Accounting Assistant.

Position Responsibilities:

(include, but are not limited to, the following):

Accounts Payable

(include, but are not limited to)

- Verify vendor invoices by matching packing slip and PO to invoice, checking quantities and pricing, and forwarding any discrepancies to the Purchasing Department for investigation.
- Ensure that all vendor invoices are authorized and initialed by the appropriate individual; enter GL expense codes on vendor invoices, and then enter into Macola.
- Ensure all monthly invoices (i.e. rent and common costs) are coded and entered on a timely basis as per month end calendar.
- Print cheques weekly (or as required) as per accounts payable policy, to maximize cash flow and ensure discounts are taken.
- Remit and record on-line payments to select vendors two days prior to the due date.
- Reconcile, code, and enter all courier invoices and provide copies to the appropriate department manager for approval.
- Disburse petty cash as required, obtain receipts, receive change from disbursements and advise Financial Accountant when funds need to be replenished; ensure the petty cash fund is always in balance.
- Print US and Canadian bank activity reports and enter cleared transactions into Macola.
- Process manual cheques in a timely manner for prepaid items such as Visa payments and on-line accounts.
- Organize and file all paid vendor invoices and cheques to properly maintain an orderly and accurate filing system.
- Reconcile vendor statements monthly and maintains vendor records in Macola.

Accounts Receivable

- Enter cash receipts into system and allocate to distributor accounts.
- Apply deposits and credits to invoices, as requested by distributors.
- Process credit card transactions via web interface with TDMS
- Print invoices, match to order and delivery paperwork, and file.
- Create distributor monthly statements and various sales reports as requested by distributors.
- Prepare and distribute various A/R reports required by other departments and senior management.

- Maintain current records of Certificates of Insurance from all distributors and ensure compliance with contractual obligations; follow up with non-conforming distributors, and those with expiring policies to ensure certificates on file are current.
- Request credit and banking information for new distributor applicants; promptly assemble all information for review by the Senior Finance Manager and Vice-President, Sales & Marketing.
- Maintain customer database by revising existing information and assigning identification numbers/entering new distributor information.
- Respond to all distributor requests on a timely basis; investigate account queries by liaising with other departments, ensuring prompt and appropriate resolution; communicate results to distributor.
- Processing and invoicing Big Box transactions and to Distributors, and resolving Big Box queries
- Monitor the Aging Account report and administer the credit hold process; communicate account status to Regional Sales Manager.
- Act as the key contact within the Corporate Office for all distributor inquiries in regards to credit holds and credit status.
- In releasing held orders, act as liaison between the Finance and Order Fulfillment departments, Regional Sales Managers, Sales Representatives and the customer.
- Discuss collection of past due payments with the customer and follow up on payment plans where required.

Accounting

- Enter cash receipts into the cash-flow module of the ERP system (Macola).
- Reconcile all bank accounts (daily and monthly), identifying 'stale' items; make bank deposits (approximately three times weekly).
- Enter journals and perform some account reconciliations.

General

- Contribute to continuous improvement activities within the Finance department by identifying and supporting ongoing efficiencies and the streamlining of processes.
- Cross-train in other functions of the Finance department in order to provide absence cover and assist other members of the team by providing support as required.
- Maintain a current knowledge of the position; participate in job-related programs or associated personal development initiatives as required, and perform all other duties as assigned.

Corporate Values:

At Phantom Screens we value all of our employees. We are committed to providing a safe, harmonious, and respectful work environment and all employees are expected to help us achieve this by practicing our core corporate principles which can be accessed from the HR Start Page of e-Synergy or a copy obtained from Human Resources.

Position Requirements:

- A basic understanding of accounting processes and how information flows through to GL.
- Superior interpersonal and communication skills; interacting comfortably and confidently in writing or orally with internal and external contacts at all levels.
- Accurate and organized with a high degree of attention to detail.
- A genuine desire to provide superior customer service and the ability to diffuse customer conflict, using sound judgement to evaluate and analyze information, and effectively resolve issues.
- Organized, methodical work habits; able to remain calm and focused and accomplish multiple and changing priorities by appropriately structuring workflow.

- A keen understanding of the need to maintain confidentiality when coming into contact with sensitive information.
- Proficient in the use of the Microsoft Office Suite of programs and demonstrated accurate keyboarding skills.
- Equally comfortable working independently or as a contributor in a team environment.
- Willing to work hard and learn new skills; is flexible and able to quickly adapt in order to meet the changing needs of the organization.

Academic Achievements and Work Experience:

A minimum of one year post secondary education and a together with experience in a similar role. An equivalent combination of education and experience may be considered.