

## AP and AR Supervisor

### About the Company

Canada Royal Milk is the only producer of infant formula in Canada, manufacturing quality products from Canadian cow and goat milk, ensuring the highest quality and nutritional value for our customers.

We are a company with a multicultural workforce that is committed to diversity and inclusion. Our team members value and embrace different perspectives and new ideas.

### What We Offer

The opportunity to build and grow a progressive company, competitive wages, and extended health benefits.

### What We Look For

Curiosity, commitment to learning, and a winning mindset.

### About the Role

Reporting to the CFO, the AP and AR Supervisor is responsible for accounts payable/receivable and related functions and building and maintaining positive relationships with both internal and external clients.

The AP and AR Supervisor is responsible for supervising the AP and AR team. This includes maintaining ledgers, credit balances, and account irregularities. The AP and AR Supervisor ensures the timely and accurate processing of payment documents and any other accounting transactions related to accounts payable and receivable management.

Excellent written and verbal communication skills and a strong client service orientation are required for this role.

### Job Requirements

Applicants must be legally entitled to work in Canada and have strong English language skills. The ability to read and understand written English and communicate in English both spoken and in writing is a requirement of the job.

Education: Degree or certificate from a post-secondary institution in Accounting required

Experience: Minimum of 5 year of experience in A/P Accountant or similar role

#### Experience:

- 3+ years of professional accounting experience in a manufacturing environment, food manufacturing experience is an asset

## **Knowledge, Skills and Abilities**

- Excellent English (written and verbal) communication skills and good interpersonal skills, including the ability to effectively interact with all levels of the organization
- Strong understanding of GAAP; exposure to IFRS considered an asset
- Experience with enterprise resource planning ERP software such as Oracle PeopleSoft
- Strong computer literacy and proficiency in Microsoft Office Suite applications
- Exceptional organizational and time management skills – ability to organize work, multi-task, create detailed plans, monitor progress, follow-up and meet deadlines
- Highly accurate and detail oriented
- Ability to prioritize effectively and deliver desired outcomes in a deadline-driven, dynamic, fast-paced environment
- High level of critical and logical thinking, analysis, and reasoning to identify underlying principles, reasons, or facts
- Ability to interpret and implement company policies and procedures
- Professionalism and adherence to ethical standards
- Comfortable working in a team environment and independently, with minimal supervision

## **Key Duties and Responsibilities**

1. Credit application management: Oversee entire customer credit application process; review credit scores and determine appropriate payment cycles based on their creditworthiness. Ensure fair and consistent credit terms are established for each customer; all documents are complete and accurate. Maintain a well-organized system for filing credit applications for future reference and audit purposes.
2. Always acts in compliance with internal controls and IFRS/CRA, while managing the day-to-day accounting operations of the department involving operating processes and procedures, including ERP optimization.
3. External Communication: Initiate and maintain regular communication and act as the primary point of contact for all financial matters with external vendors, suppliers, and customers. Coordinate and distribute all Finance inbox inquiries, ensuring all are answered in a professional and timely manner.
- 4.
5. Internal Training: Provide training and support to internal staff on financial control of operating procedures and processes. Ensure related staff companywide are well-informed about financial policies and compliance requirements, occasionally providing classroom or one-on-one direct training.
6. Directed by the CFO to draft, review, and update financial control operating procedures (COP). Improves and implement internal accounting processes. Review, development and implementation of administrative and financial policy, procedure, and guidelines for the CRM

7. Offer expertise and guidance to AP/AR specialists and other team members on complex AP and AR matters, except for handling, and problem-solving. Assist in resolving escalated issues and providing solutions for process improvement.
8. Responsible for month end closing process based on head office's requirements. Collaborate with the finance team to generate accurate financial reports and assist in financial analysis as needed. Each month ensure all balance sheet account reconciliations have been prepared by the designated employees, approved, saved and filed appropriately.
9. Coordinates for head office report requests, monthly and quarterly, interim, and annual financial reports including journal entries and accruals to ensure accuracy and compliance with IFRS. Prepares monthly financial statement and production reports for head office.
10. Maintains year-end working papers and spreadsheets and assist with preparation for any audits or independent reviews, with support from the Finance team.
11. Ensures that all accounts payable transactions are accurately recorded and reconciled, determining monthly accruals required and verifying the validity of outstanding.
12. Review and investigate outstanding advances.
13. Maintains and administrators cost accounting system. Plans, studies, and collects data to determine cost of business activities such as raw material purchases, inventory, labour, and overhead. Prepares detailed cost, sales, and inventory reconciliation.
14. Monitor all Warehouse and Technical Stores stocktaking, and reconcile differences in the accounting ledgers
15. Verify and balance all company credit card purchases monthly
16. Review and Balance AP Vendors and create a monthly AP Aging Report
17. Create, distribute and submit year-end T4A and T4A-NR
18. Exert care and control over assets, record and establish procedures for safeguarding
19. Verify and oversee the monthly utilities, withholding taxes and house rental contracts to ensure actioned appropriately on a monthly basis.
20. Participates in working group with other departments to determine information to be entered into MUV (DFO) system. Enters data into the MUV system and seeks approval for submission from Accounting Manager.
21. Maintains organized electronic and hard copy of financial files for the company and adheres internal and external audit policies. Maintain confidentiality of all data. Maintains an accurate and complete trail of supporting documentation, and complete and systematic filing system. Each month ensure all journals have been printed and approved with supporting documentation and filed appropriately. Ensure document retention procedures are properly followed.
22. Other duties may be assigned.

### **Working Conditions**

The standard office hours are Monday through Friday, 8:30 am to 5:30 pm. Most of the work occurs during regular weekday office hours. However, as an international company with frequent interaction with head office, hours of work involved may vary to accommodate differences in time zones. Flexible



hours are required and may include evening and week-end hours.

This job operates in office and food manufacturing setting. Travel may be required, both within Canada and internationally.

### **Commitment to Diversity & Inclusion**

We strive to build a team that reflects the diversity of the community we work in and encourage applications from traditionally underrepresented groups such as women, visible minorities, Indigenous peoples, people identifying as 2SLGBTQI, veterans, and people with disabilities.

If we can make this easier through accommodation in the recruitment process, please contact us at [careers@canadaroyalmilk.com](mailto:careers@canadaroyalmilk.com).