

Spec Furniture Job Posting



Current opening as of November 2021: Accounting Generalist

The Position:

Spec Furniture is looking for an **Accounting Generalist**. The Accounting Generalist is responsible for effectively and efficiently assisting in Spec Furniture's invoicing and payment activities. This position is directly accountable to the Controller for ensuring that proper financial controls are followed and maintained with respect to all financial records and procedures throughout the Company; preparing and submitting all applicable reports in a timely fashion; and for meeting assigned goals and creating an Outstanding Customer Experience. The Accounting Generalist is accountable for the following outcomes:

Health and Safety	Work to ensure safe and healthy working conditions and in compliance with health and safety policies. Promote a health and safety culture.
Collaboration	Build and sustain collaborative and trusting relationships with all departments within Spec. Actively support the leadership in achieving strategic priorities and executing business plans.
Day-to-Day	<ul style="list-style-type: none">• Ensure that all invoices are processed accurately with appropriate backup and approval for payment• Run posting journals and verify them for accuracy• Record freight bills; analyze freight costs including UPS billing• Release orders on hold and notify customers of CBD and deposit orders• Enter cheques received, process receipts, EFT, and credit card payments as required• Open and distribute daily mail• Maintain filing system (organize storage of monthly/annual files)
Collections	Make effective collection inquiries. Document details in system to maintain current account analysis
Vendors	Maintain vendor database; Ensure all discount vendor invoices are posted and are paid accordingly. Prepare and send weekly vendor consolidated billings
Payroll & Benefits	Provide backup support by processing bi-weekly payroll when needed and inputting benefits information as required

Experience and Knowledge Required:

- Post-secondary certificate or diploma in Business or Accounting
- Minimum 3 years of experience in an accounting role, preferably in a manufacturing environment
- Proficient in MS Office skills, Excel in particular
- Working knowledge of payroll systems, preferably Ceridian DayForce, an asset
- Highly organized with keen attention to detail
- Strong communication skills, both written and verbal (in person, by phone and by e-mail) coupled with good planning and organization skills; must be able to effectively contribute to team performance

Key Attributes Required:

- A customer-focused individual with demonstrated relationship-building skills
- Respects the confidentiality of company, customer, and supplier information
- Proactive, detail-oriented, and focused
- Able to work independently and within the team to meet deadlines with excellent time management skills

To Apply: Please e-mail your detailed resume to Spec Furniture's Human Resources department at hr@specfurniture.com or speak with Greg Sanford for more information.

Spec Furniture is committed to diversity and inclusion. We are an equal opportunity employer.