

Accounting/Finance Opportunity – Financial Administrator

Company Overview

Since its inception in 1995, Advanced Glazings Ltd. (AGL) has worked with numerous architects, building owners and stakeholders to create energy efficient, sustainable and naturally daylight buildings across North America and around the globe. Our line of Solera translucent light directing glazing products offer superior natural daylight coupled with insulation values from R2.2 to R25, or up to 12 times greater insulation value's than tradition glass for envelope constructs.

Using the expertise of our teams (Sales, Marketing, Administration, Research & Development & Engineering), we have built the Solera brand and are recognized as leaders in the industry. We have over 1700 projects installed across North America, Europe and the Middle East. Some of our projects include, Toronto Raptors practice facility, Gerald Ford International Airport, Save on Foods, Toronto Zoo, Northwestern University, Washington University School of Medicine, Kuwait University, Sacramento Kings Arena, Virginia Museum of Fine Art, Smithsonian Institute to name a few.

At Advanced Glazings Ltd. we are passionate about what we do, working together with our customers to create exceptional customer experiences, buildings and working environments.

To learn more, visit www.advancedglazings.com

Job Title

Financial Administrator

Job Description

In this role you will be responsible for the day to day accounting/ financial transactions, international export credit/financing and financial reporting for the company. You will work with our Chief Financial Officer preparing month-end and financial statements. We are looking for the right person to grow into the role of Chief Financial Offer, eventually taking over this role.

You will engage with our customers and stakeholders (Banks and Export Development Canada) to establish credit terms for both North America and International business. *Performance of these duties requires tact, organizational skills, flexibility and discretion.*

On a day-to-day basis, you will:

- Accounts Payable & Receivable
- Monthly remittances (HST, Export Development Premiums, Source Deductions, Sales Commissions)

- Payroll
- Performing credit checks – North American Customers
- Working with international customers on letters of credit, export documents, contract financing and insurance requirements
- Establishment and control of General Ledger accounts
- Working with CFO on production of month-end, quarterly and annual financial statements.
- Liaise with company auditors and explanation of reconciliation

Qualifications Desired - Our ideal candidate would:

- Possess a Bachelor of Commerce with a focus on finance / accounting or appropriate accounting designation
- Minimum two years' experience
- Proficient with Quickbooks

Personal Attributes/Skills

- Exceptional organizational skills.
- desire to get things done and a healthy dislike for bureaucracy
- ability to work well independently, as well as to contribute in a team environment
- accepts accountability for tasks assigned and able manage projects
- ability to problem solve and make things work
- Passionate about process and the ability to think outside the box
- excellent communication skills (verbal and written)
- works well under pressure
- ability to present a positive impression while interacting professionally with a diverse population (customers, banks, sales representatives, glass contractors).

Benefits

In exchange for all your hard work and determination, you will compensated with a salary in the range of \$45,000 to \$52,000 (depending on experience) less mandatory statutory deductions. You will also be eligible for a company benefits plan with potential for an incentive program. You will also receive training, experience and mentoring from a dynamic team.

If you are interested in our opportunity, please send your resume to careers@advancedglazings.com.

We thank all those who are interested in advance for applying for this position, however, only those selected for an interview will be contacted.