



**PRESSTRAN INDUSTRIES
JOB DESCRIPTION**

ID# FIN 615

REPORTS TO: FINANCIAL CONTROLLER

POSITION: FINANCE CO-OP STUDENT

DEPARTMENT: FINANCE

WAGE: \$18.79/HOUR, 40 HOURS/WEEK

REMOTE WORK: OCCASIONALLY

POSITION SUMMARY:

The Finance Intern is responsible for providing financial support to the Finance Department in order to ensure effective, efficient and accurate financial, and administrative operations.

REQUIRED SKILLS AND EXPERIENCE:

1. Working towards a degree in Accounting studies or Business related field
2. Excellent communication, interpersonal and organizational skills
3. Computer literacy in related software required i.e. Microsoft Office, (Excel, Word)
4. Previous employment experience will be considered an asset.

DUTIES:

Accounts Payable duties:

1. Enter supplier invoices and match to goods receipts in system while ensuring internal control compliance.
2. Enter supplier debit notes to suppliers for costs related to quality issues or defective materials.
3. Verify invoice quantities and amounts and code for distribution/payment, where necessary.
4. Process payment runs to create payments to suppliers (cheques and electronic funds transfers) and obtain required payment approvals.
5. Respond to supplier payment status inquiries.
6. Responsible for preparing general ledger and vendor statement reconciliations on a monthly basis.

Other duties:

7. Prepare daily and weekly labour reports and communicate labour statistics to senior management.
8. Prepare journal entries, as needed.
9. Assist with the auditing and oversight of the annual physical inventory.
10. Assist in the preparation of year-end audit papers for the division.
11. Organizes and completes the annual fixed asset inventory.
12. Assist in the recruitment and training of the succeeding intern.
13. Other duties/projects as assigned.
14. Approaches each day and each challenge with a positive attitude.
15. Conducts themselves in a professional manner when receiving or giving feedback/information, whether it is positive or constructive.
16. Follows and complies with all operational procedures/policies as stated in the Employee Handbook, Quality and Environmental programs (eg. ISO/AITF-16949, ISO14001).
17. Required to adhere to all Health and Safety programs in accordance with the OHSA. Follows and ensures the Company's procedures regarding safety rules and regulations are followed throughout their assigned area.
18. Takes pride in keeping their work area clean and tidy.

EQUIPMENT and/or PRODUCT FAMILIARITY:

Equipment: Microsoft Windows 10 computer and other general office equipment.

Software: Word Processing, Spreadsheets, Database Applications, and CMS.

RESPONSIBILITY AND WORKING CONDITIONS:

Under the general direction of the Financial Controller, the Finance Intern performs a variety of administrative duties in accordance with standard departmental and ISO/AITF-16949 procedures or general instructions. The incumbent must possess good communication skills, both verbal and written, to exchange and/or collect information from various contacts inside and outside the Finance department. The Coop Student works in an office environment but may be exposed to some elements such as temperature and noise when passing through the plant area.

ACCESSIBILITY AND ACCOMMODATIONS

Presstran has an accommodation program in place that provides reasonable accommodations for employees with disabilities. If you require a specific accommodation because of a disability or a medical need, please contact Human Resources.

INCUMBENT SIGNATURE: _____ DATE: _____

FINANCIAL CONTROLLER SIGNATURE: _____ DATE: _____