



JOB TITLE: Administrative & Accounting Assistant

Supervisor: Controller

ABOUT ALEXANDER TUBULAR LP

Alexander Tubular LP is where innovation meets industry! We're not your average company; we're a bold start-up venturing into the world of producing high-quality HDPE pipe products. We are Indigenous owned and backed by established and seasoned investors which means we are part of a thriving, collaborative, and supportive community. We're on the lookout for passionate individuals ready to help shape the future of our industry.

Unlike traditional manufacturing companies, at Alexander, you're not just a cog in the machine; you're a crucial player in building the foundation of our success. We're building more than just a business; we're building a legacy!

With pride, professionalism, and precision as our foundation, we connect industry partners with our Indigenous community to bring sustainable success and growth across nine different divisions.

JOB SUMMARY:

Are you passionate about numbers and looking for an opportunity to grow with an exciting and purpose-built start-up? We're searching for a proactive and detail-oriented Administrative & Accounting Assistant to assist our Controller! This role plays a key role in keeping our finances in tip-top shape. Our Administrative & Accounting Assistant will be the go-to person for recording and managing all our financial transactions, making sure our records are accurate and up to date while providing the administrative support that the team needs. Basically, you'll be the glue.

Your mission is to help us make smart financial decisions, stay compliant, and keep things running smoothly as we grow.

Key Responsibilities:

- You'll assist our Controller with key financial responsibilities, including (but not limited to):
 - **Accounts Payable Entry:** Ensuring accuracy and timely payment of invoices.
 - **Invoice Entry:** preparing and record customer invoices, verifying billing details, and following up on discrepancies.
 - **Journal Entries:** Assist with preparing and entering journal entries into the accounting system (with supervision).
 - **Data Entry & Database Management:** Input and update financial and administrative data in internal systems, ensuring accuracy and consistency. Maintaining databases and generating reports as needed.
 - **Expense Tracking:** Tracking and reconciling employee and departmental expenses, ensuring proper documentation and compliance with company policies.
 - **Month-and-Year-End Support:** You'll help us close the books each month and year.
 - **Internal & External Communications:** You'll communicate with vendors, customers, and internal teams to resolve invoice and payment issues as they arise.
- You'll maintain our filing systems, both electronic and hard copy.
- You'll run small errands as required and perform other duties as assigned.
- Adhering to our company's safety policies and regulations is a must.



Qualifications:

- We're looking for someone with at least three (3) to five (5) years of experience in a similar role, preferably within a wholesale distribution environment.
- You're highly accurate in all you do, and attention to detail matters to you.
- You have excellent keyboarding and computer skills.
- You're smart, have solid judgement, and follow instructions.
- You're accountable, reliable, and honest. You do what you say you will and ask for help when you need it.
- You're highly organized with strong prioritization and multitasking abilities.
- You will have excellent telephone etiquette, the proven ability to build productive relationships, and you provide excellent customer service to internal and external colleagues.
- You take initiative and enjoy working collaboratively in a team-based environment.
- Experience with Quick Books Operating System is a plus!
- Proficiency in Microsoft Office (Excel, Word, Outlook) is a must.

Work Environment:

We are a highly collaborative team and that means we work together in the office on a standard schedule.

Guidelines:

- You will adhere to our employment handbooks, policies, and precedents, including Citizen Potawatomi Nation supply.
- When implementing adaptations in dealing with problems and unusual situations, you will always act with the best interest of the company and our stakeholders at heart.

NOTE:

- The above statements are intended to describe the general nature and level of work performed by an employee in this position. These statements are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of employees in this position.

WHY JOIN ALEXANDER TUBULAR LP:

- Joining our team means being part of a team who cares about each other, our stakeholders, and our shared successes. **"Kahmiyo Skwichis Piyo" – To Work Together.**
- We offer a competitive compensation package, including benefits.
- We're a supportive team with opportunities for growth and development – the sky is the limit here!
- You'll make a meaningful impact by delivering excellence to our customers, team members, and stakeholders every day.

If you're passionate about numbers and are motivated to join our team, we want to hear from you!

EQUAL OPPORTUNITY EMPLOYER:

Alexander Tubular LP is committed to providing equal employment opportunities to all employees, job applicants, and stakeholders. We foster an environment based on diversity, equity, inclusion, and belonging, ensuring a workplace free from discrimination based on race, color, religion, sex, national origin, age, disability, gender identity, or sexual orientation. Our hiring decisions are based on qualifications and merit, creating an inclusive environment where all individuals are treated with respect. We comply with all applicable laws and regulations governing equal employment opportunities and welcome candidates from diverse backgrounds.

If you require assistance or accommodation during the application process, please let us know.

Please send resume to accounting@alexandertubular.ca.