

ROXUL[®]

The Better Insulation[™]

ABOUT ROXUL[®] North America

ROCKWOOL International of Denmark is the world's leading producer of stone wool insulation made from natural stone and recycled slag. ROXUL Inc. is the North American operation of ROCKWOOL International. Headquartered in Milton, Ontario, ROXUL North American production facilities are located in Milton, ON, Grand Forks, BC and our newest factory in Byhalia, Mississippi which was built to keep pace with increasing global demand for stone wool insulation. All of our employees operate within a culture of trust and empowerment allowing for freedom and cooperation resulting in measurable positive business results.

POSITION: ACCOUNTING ADMINISTRATOR

JOB INFORMATION

We are currently seeking the talent and energies of a professional who will represent the ROCKWOOL[®] Values of Honesty, Responsibility, Efficiency, Passion and Entrepreneurship by joining our Accounting Team based out of the Factory Office in Byhalia, MS. The finance department is responsible for maintaining the accounting records of the Company, for providing management information and financial advice to other departments, for controlling customer credit and collecting the Company's debts, and for providing a data processing service.

Job Description

- Performs the full cycle accounts payable process
- Works co-operatively with other departments, vendors and customers
- Ensures proper authorization for payment and adherence to company purchasing and payable procedures
- Reviews payable invoices/expense reports for accuracy and coding
- Matches invoices to purchase order and packing slip
- Corresponds and/or communicates with AP vendors to correct and/or modify invoices, reconciles statements
- Enters invoices into the system and pre-authorizes withdrawals
- Processes payments for signing and mailing
- Organizes and files all purchase orders, invoices, supplier statement, receiving slips and checks
- Analyzes of employee expenses for department managers
- Notes payment discrepancies to the Credit Manager
- Posts all cash to customer and general ledger accounts
- Assists with month and year end procedures and analysis

Required Skills

- Bachelor's degree in Accounting
- Experience is preferred
- Very detail oriented
- Ability to meet tight deadlines while maintaining a high level of accuracy and quality
- Problem solving skills
- Self-starter
- Good Interpersonal skills
- Good organizational skills
- Ability to prioritize effectively
- SAP experience preferred
- Experience with Microsoft Suite, with emphasis on Microsoft Excel

CONTACT INFORMATION

Qualified applicants may apply in confidence to:

E-mail: hrinbox@roxul.com