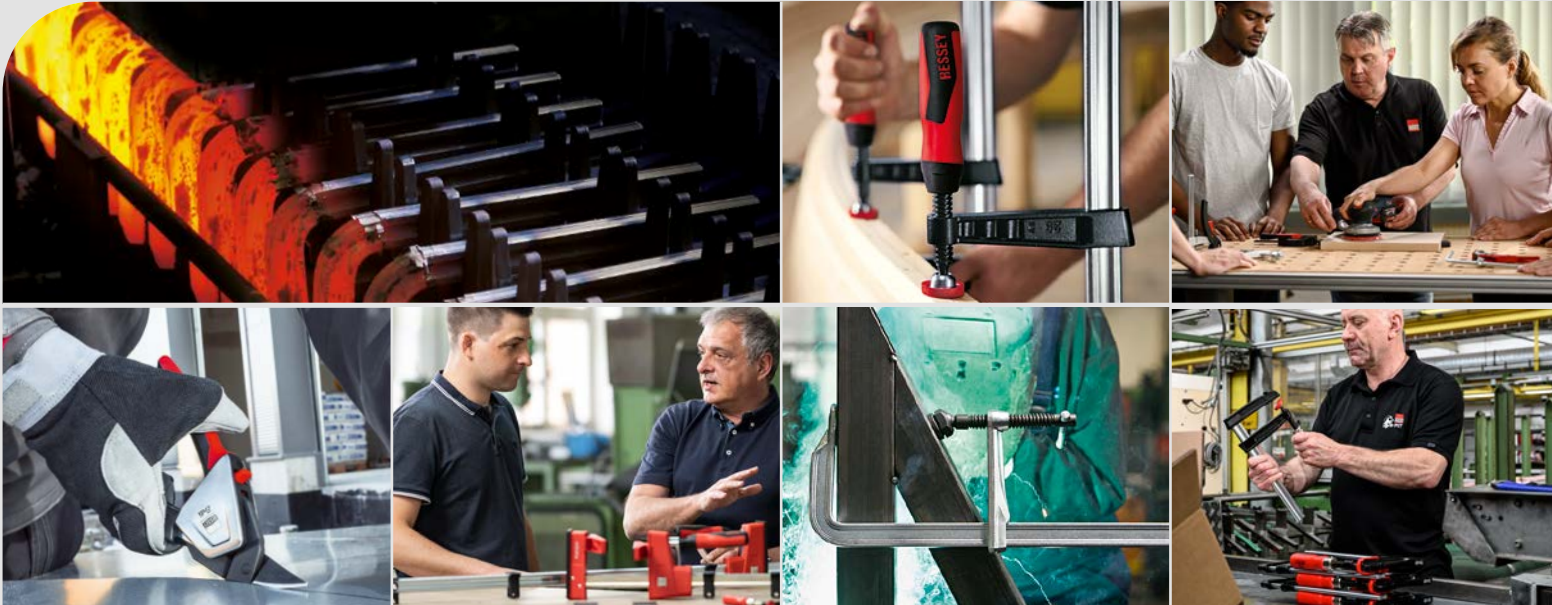


BESSEY. Simply better.

Innovative Cutting and Clamping Technology with Tradition



Get started with an innovative company!

In 1889, Max BESSEY founded the company BESSEY & Sohn in Stuttgart, Germany as a bright steel drawing plant. From its inception, the company has continuously expanded the range of products it offers. It was this spirit of growth that led BESSEY to begin production of hand clamping tools in the mid-1930s. Since then, the strength of its innovation has been underlined by the granting of numerous patents. "To stop improving is to stop being good", is the motto of company as said by founder Max Bessey, which remains true today, as it will in the future, and is the guiding principle to everything that the company does.

Our growing business of selling consumer and industrial tools is looking for a

ACCOUNTS PAYABLE ASSOCIATE

to join and strengthen our team in Cambridge, Ontario.

Key Responsibilities:

- Process accounting payables and complete payments and control expenses in compliance with Company financial policies and procedures
- Prepare summary of supplier invoices and other payments to ensure all invoices are paid on time
- Follow up on all missing invoices, invoices unprocessed and unapproved, or invoices paid but not updated by vendor
- Maintain accounting ledgers and posting account transactions
- Complete investigation and analysis for the correction of errors in a timely fashion
- Review and enter employee expense reports and process other credit card expenses
- Assist in audit
- Support AR and other accounting functions to cover for vacations and time off
- Perform additional administrative duties and responsibilities as required or requested by management

Education and/or Experience:

- Experience with SAP would be a definite asset
- Related post secondary education in Accounting or Finance
- Knowledge of GAAP
- 2 years of experience in a similar role
- Advanced MS Office skills
- Experience using SAP would be a definite asset

Competencies:

- Strong work ethic with the ability to work well in a team environment
- Strong attention to detail
- Proven organizational skills with the ability to meet strict deadlines
- Good written and verbal communication skills

Please send your application to hr@besseytools.com with your salary expectations.

We are looking forward to receiving your application!

www.besseytools.com



BESSEY is committed to meeting the accessibility needs of all individuals in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code (OHRC). Should you require accommodations during the recruitment and selection process, please let us know. BESSEY is an equal opportunity employer.