



Accounting Analyst

The Accounting Analyst is responsible for all areas relating to AP/AR, reporting analysis, payroll, and other ad-hoc tasks and projects.

Responsibilities:

- Analyze and process employee expense report through ExpensePoint portal
- Assist with month end closing, including journal entries, GL and Bank reconciliation
- Complete government remittances analysis and submissions (WSIB, EHT, HST, etc.)
- Maintain vendor files
- Prepare and perform check runs, EFT, and wire payments
- Process customer credit card payments and inform internal/external teams
- Process Supplier/Customer Invoices in a timely manner
- Reconcile and analyze vendor/customer accounts to ensure payment/invoices are up to date
- Research and resolve invoice discrepancies and issues with internal and external clients/vendors
- Review aging reports and raise concerns where applicable
- Perform other duties as required

Requirements:

- Minimum college diploma in accounting or related field, Bachelor's degree preferred
- Excellent computer skills with intermediate MS Office knowledge, including Excel
- Experience in database management and utilization in MRP/ERP
- Working knowledge of finance and accounting
- Able to demonstrate sound judgment and problem-solving skills
- Strong accuracy, attention to detail, and analytical skills
- Strong organizational, communication and time management skills
- Ensure confidential information is managed appropriately
- Ability to learn through training materials (videos or presentations)

Please send resumes and cover letters to ops@plexpack.com

PLEXPACK CORP.

1160 Birchmount Road, Unit 2, Toronto, Ontario M1P 2B8

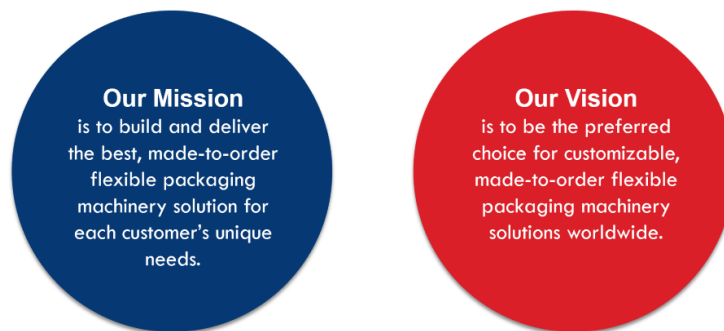
Tel: 416.291.8085 • Toll Free: 800.265.1775 • Fax: 416.298.4328 • www.plexpack.com



What Plexpack Offers Our Employees

- A stable company who stands behind nearly 50 years of business excellence and continuous improvement
- Being a part of a flexible, dynamic SME with a strong global reputation
- Competitive compensation
- Culture of friendly, supportive, collaborative, and successful people
- Hybrid work schedule
- A company laptop
- Learning and working with leaders in an essential and critical industries within the supply chain
- Opportunities for sponsored training and educational development
- Supporting an exciting global customer base that spans a variety of industries and ranging in size from start up to Fortune 100.
- The chance to expand your professional and personal skills
- Work/life balance
- Working in an inclusive, diverse, and ethical environment.

Who We Are



Plexpack Corporation designs and manufactures high quality flexible packaging equipment solutions. More than 5,000 customers worldwide depend on our Emplex Bag Sealers, VacPack MAP Systems, and Damark Shrinkwrap Systems for packaging efficiency, product integrity, safe transport, and attractive presentation.

We deliver standard and customizable, made-to-order solutions with our customers' unique needs, reputation, and budget in mind. We have options for nearly any production

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environment and experience in a wide range of applications. For nearly 50 years Plexpack has been known for quickly delivering innovative solutions that are simple to use with superior performance and return on investment.

Every Plexpack solution is backed by multilingual support and service from our offices in Canada and the US and our international network of distribution partners.

Why Choose Plexpack

Plexpack aims to provide its employees a rewarding and fulfilling career. We strive to create an inclusive, supportive, and collaborative environment while providing opportunities for advancement, competitive salaries, learning and education opportunities, and a flexible benefits package. When you join Plexpack, you are joining a team of outstanding, motivated individuals, many of whom with pride of long-term service. Our diversity is a core strength that contributes to professional and personal development and a rich work experience.

With 3 strategically located offices and over 100 channel partners, we are proud to be a global leader flexible packaging equipment manufacture, provision, and support. The key to our success is an understanding our customer needs and an alignment through the organization to provide high quality equipment with the goal of delivering top notch customer experience, outstanding value, overall satisfaction, and loyalty.

You Make the Difference!

We are solutions-driven and customer-focused and welcome energetic emerging leaders. When you are on the job for us, you take pride in knowing that your actions support and boost our customers' productivity and package integrity, as well as contributing to the essential global supply chain as a whole.

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