CASTCONNEX®
innovative components for inspired designs

Position:	Supply Chain AP/AR Coordinator	Location:	Scarborough, ON Flexible hybrid work schedule
Job Type:	Full-time, permanent (37.5 hours / week)	Dept:	Supply Chain
Reports to:	Juan Mendez	Salary:	$55,000 - $65,000 commensurate on experience

About the Company

Founded in 2007, Cast Connex has grown to be a world leader in the design and manufacture of structural steel castings. We have regional locations in New York City, San Francisco, Dallas, Toronto, Raleigh, and London.

At **CAST CONNEX** we simplify the design and enhance the performance of structures by enabling architects, engineers, and construction professionals to use the cast steel connections we design and supply.

- We take pride in collaborating in the creation of safer, innovative, and more beautiful built environments.
- We are energized by the work of our collaborators who represent the top AEC firms in the world.
- We are the industry leader in the architectural and structural use of cast steel components in the design and construction of buildings, bridges and other structures; we have designed and supplied more steel castings for architectural applications than any other firm worldwide.
- We are highly technically trained and professionally accomplished structural engineers with a passion for chasing the best solutions for AEC projects; we question, explore, and execute.
- Our ever-expanding line of standardized products includes pre-engineered connectors that simplify the design, improve the economy, and enhance the performance and aesthetics of structures.
- We offer design-build solutions for custom cast steel nodes and components with attention to the specific needs of any project.

Notable projects include: MSG Sphere at The Venetian, Queen Richmond Centre West, Salesforce Transit Center, Vancouver International Airport, 2 PENN, 30 Hudson Yards, Academy Museum of Motion Pictures, Austin-Bergstrom Airport, Bermuda Airport, Charlotte Douglas International Airport, CTA Blue Line Canopy, Day's End at The Whitney, Fanny Appleton Pedestrian Bridge, One Bloor, UMASS Amherst Olver Design Building, USTA Arthur Ashe Tennis Stadium, and Whitney Museum of American Art. Visit us at *www.castconnex.com*.

Submit applications to careers@castconnex.com

About the Role

Reporting to the Supply Chain Manager, the **Supply Chain Accounts Payable & Receivable Coordinator** supports the accurate and timely flow of financial information across the business. The role coordinates invoice intake and coding, purchase order matching, accounts payable reporting, customer follow-up, and selected reconciliations. You will also help close out project profit and loss records and provide cross-

trained support across the Finance team.

About You

You are a detail-oriented and highly organized professional who enjoys bringing accuracy and structure to financial processes. You are comfortable managing transactions from initial documentation through payment or collection, and you take pride in identifying discrepancies, resolving issues, and maintaining accurate records. You communicate confidently and professionally with suppliers, customers, and colleagues, balancing persistence with strong customer service. Curious, dependable, and collaborative, you enjoy working across teams to support operational success while continuously improving processes and controls.

Core Attributes and Skills

Accounts Payable Administration

- Receive, review, and verify supplier bills for completeness, accuracy, and appropriate supporting documentation.
- Match bills to purchase orders, receipts, packing slips, and other source documents to ensure accuracy and compliance with internal controls.
- Verify all bills have the required approvals before processing.
- Code bills to the appropriate project, department, or expense category and prepare documentation for upload and processing through Dext and QuickBooks Online.
- Investigate and resolve billing discrepancies with suppliers and internal stakeholders.
- Reconcile vendor statements, identify variances, and follow up to ensure timely resolution.
- Prepare and support bi-weekly payment runs, including gathering supporting documentation and approvals for management review.
- Process and maintain records of credits, adjustments, and returned goods as required.

Accounts Receivable Administration

- Prepare and distribute customer statements and account summaries as required.
- Monitor accounts receivable aging reports and proactively follow up with customers regarding outstanding invoices and overdue balances.
- Document collection activities and maintain accurate customer account records.
- Investigate customer payment discrepancies and work collaboratively with customers and internal teams to resolve issues promptly.
- Support cash application activities and account reconciliation efforts as required.

Project and Inventory Support

- Assist with project profit-and-loss reconciliations and project close-out processes by gathering, reviewing, and reconciling relevant financial information.
- Support inventory reconciliations and investigate discrepancies with Supply Chain team.
- Assist with job costing reviews and provide financial information to support project analysis and decision-making.

Month-End and Financial Support

- Assist with month-end close activities, including account reconciliations and supporting documentation preparation.
- Support reconciliation of financial records and sub-ledgers to ensure accuracy and completeness.
- Maintain organized electronic and physical financial records in accordance with company policies and audit requirements.

Cross-Functional Collaboration

- Work closely with Engineering and Sales teams to ensure accurate financial information and timely issue resolution.
- Provide cross-training coverage and support for other Supply Chain processes during absences, peak workloads, or changing business requirements.
- Participate in process improvement initiatives that enhance efficiency, accuracy, and internal controls.
- Identify opportunities to streamline workflows, improve reporting, and strengthen financial processes.

Continual Improvement

- Participate in and support improvement efforts focused on business performance.

Quality

- Identify and communicate problems and provide input for solutions.
- Participate in the quality process and act as a customer advocate.

Productivity

- Propose and implement solutions related to increases in efficiency and reduced costs.

Technical Capabilities

Experience & Knowledge

- Ability to accurately process, analyze, and reconcile high volumes of transactional data.
- Understanding of accounts payable, accounts receivable, purchasing, and financial record-keeping principles.
- Strong attention to detail with the ability to identify discrepancies, investigate issues, and determine appropriate resolutions.
- Effective verbal and written communication skills with the ability to interact professionally with suppliers, customers, and internal stakeholders.
- Strong organizational and time-management skills with the ability to manage multiple priorities and deadlines.
- Ability to maintain confidentiality and exercise sound judgment when handling financial information.
- Demonstrated problem-solving skills, critical thinking, and a continuous improvement mindset.

Tools

- Proficiency with Microsoft Excel, including data analysis, reconciliation, sorting, filtering, pivot tables, and reporting functions.
- Strong working knowledge of Microsoft Outlook, Teams, and other Microsoft Office applications.

- Experience working with accounting and ERP systems; experience with QuickBooks Online and Dext is considered an asset.

Qualifications

- Post-secondary education in Supply Chain, Accounting, Finance, Business Administration, or a related discipline.
- Minimum 2 years of experience in accounts payable, accounts receivable, bookkeeping, accounting operations, or a related financial administration role.
- Experience supporting purchasing, inventory, supply chain, manufacturing, engineering, construction, or project-based environments is considered an asset.
- Experience reconciling vendor accounts, customer accounts, and financial records.
- Experience preparing payment runs, processing invoices, and supporting month-end accounting activities.
- Demonstrated proficiency using accounting software and Microsoft Excel.

CAST CONNEX is proud to be an Equal Opportunity Employer

At Cast Connex, we believe that diverse perspectives, backgrounds, and lived experiences make us stronger. We are committed to fostering an inclusive, respectful, and equitable workplace where everyone has the opportunity to thrive.

We are an equal opportunity employer and do not discriminate on the basis of race, colour, ancestry, place of origin, ethnic origin, citizenship, creed, religion, sex, sexual orientation, gender identity or expression, age, marital or family status, disability, genetic characteristics, or any other characteristic protected by applicable law. This commitment applies to every stage of employment, including but not limited to recruitment, hiring, compensation, benefits, training, development, promotion, and all other employment practices. Hiring and employment decisions are based on qualifications, skills, experience, and business needs.

We recognize that systemic barriers have limited equitable access to employment and advancement for many people. As part of our commitment to building a more inclusive workplace, we encourage applications from members of equity-deserving groups, including women, Indigenous Peoples, racialized persons, persons with disabilities, members of the 2SLGBTQIA+ community, and others who have been historically underrepresented in our industry.

EMPLOYEE SIGN-OFF

Employee Name _____ Employee Signature _____

Date of Sign-Off _____