

Career Opportunity

ACCOUNTING & ADMINISTRATIVE COORDINATOR

Chippewas of Rama First Nation, ON

BUILD YOUR CAREER AT MORNINGSTAR SERVICES

Morningstar Services is an Indigenous-owned construction and facilities services provider that delivers safe, innovative client-focused solutions. Since 2013, we continue to prioritize career opportunities to Canada's Indigenous workforce.

ABOUT THIS CAREER OPPORTUNITY

Reporting to the President, the Administrator is an integral component to managing key aspects of Morningstar's day-to-day operations and providing clients with solutions and service that adds value to their core business. A positive attitude within a working environment is essential. You'll develop solutions related to client needs and challenges. You'll receive guidance but not heavy-handed micro-management from your manager. You'll be relied upon – and trusted – to initiate process improvements that enhance the team's output and satisfaction.

Duties & Responsibilities

Contract Coordination

- Engage partners in billing, generate purchase orders, A/R management and collection activities
- Work order management and validation
- Coding and reconciling payments to JDE
- Data entry
- Preparation and application of documentation to assist Accounts Payable (Vendor invoices, Purchase Orders, Credits)
- Manage contract security-clearance requirements
- Manage Morningstar WSIB registration as well as WSIB insurance certificates for subcontractors and certificates of insurance
- Facilitate Contract renewals and Contract Performance Reporting
- Document management by maintaining hard and soft copies of client Maintenance Agreements
- Assist with registration of new Vendor Management systems and facilitate transactions
- Facilitate contract amendments and service agreement revisions
- Confirm and validate subcontractor services via report submissions

Procurement

- Assist in procurement activities (purchase orders, expediting, quotations, sourcing, etc.)
- Build and maintain spreadsheets / databases for tracking procurement activities as required
- Provide and track purchase orders to designate sites for field-generated purchases
- Data entry, collection and interpretation from various sources

COMPETENCY REQUIREMENTS

- Excellent communication skills – both verbal and written
- Ability to learn and adapt to change
- Holds self and others accountable
- Ability to work independently and in a team environment
- Values and respects internal and external stakeholders
- Ability to problem solve
- Customer focus

EDUCATION REQUIREMENTS

- Degree or Diploma in Accounting and/or Office Administration or related would be considered an asset
- MS Office (Word, Excel, Project)
- JD Edwards or an Oracle-based ERP system is an asset

WORK EXPERIENCE REQUIREMENTS

- 1-5 years' of procurement and contract administration experience in a technical industry such as Construction, Utilities, Facility Management, and Manufacturing

SKILLS, ABILITIES & OTHER REQUIREMENTS

- Strong communication skills
- Knowledge of procurement systems (i.e. SAP, Ariba, Oracle, JDE, etc.)
- High degree of competency in the use of all Microsoft Office applications (Excel, PowerPoint, Word, as a minimum)
- Awareness and understanding of the unique cultural environments and expectations of our clients
- Demonstrated commitment to meeting and/or exceeding customer's expectations
- Highly motivated, efficient, and focused
- Proven ability to work in a fast-paced, high-volume work environment
- Comfortable with repetitive and high attention to detail tasks
- A real team player with the desire and ability to do whatever it takes to get the job done with a "Hand's on" approach to tasks

Morningstar Services welcomes and encourages applications from persons with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the recruitment and selection process.