

## **STAFF ACCOUNTANT – 100 MILE HOUSE, BC**

The **Staff Accountant** role supports the accounting and finance processes and systems including accounts payable (invoice processing), accounting and operational reporting for Norbord's mill in 100 Mile House, BC. This position reports directly to the Accounting Manager of the mill and works in partnership with the Operations Accounting Group in Norbord's corporate office located in Toronto, Ontario, Canada. This role is an integral part of team. The position offers a diverse and rewarding environment, and provides exposure to senior level decision making.

### **Responsibilities:**

- Entering and processing supplier invoices and working in partnership with mill purchasing, stores and maintenance teams to ensure purchasing and payable activity is accurate and reliable and all discrepancies are investigated and resolved
- Supporting key projects being implemented in 2018 to automate invoice processing across all North American mill operations in addition to automating employee Travel & Expense report submissions
- Working with mill management to ensure that the accounts payable is optimized without impacting negatively the mill operations
- Supporting the Accounting Manager in month-end closing process, general account reconciliations, weekly and quarterly forecasts, annual budget, production cost models, internal control audits, external audits etc.
- Supporting the Accounting Manager in development and reporting of financial and non-financial key performance indicators
- support the Mill to ensure that accounting is in compliance with company policies and internal controls
- Improving or identifying controls where necessary and identify efficiency opportunities
- Supporting the timely and accurate reporting of financial, operational and statistical data.

### **Financial Management and Reporting:**

- Assisting with month-end closing and reporting, general ledger reconciliations, account analyses etc.
- Assisting in ensuring accounting is in compliance with company policies and internal controls
- Improving or identifying controls and efficiencies where necessary
- Working hands-on with mill management in improving and developing monthly reporting on financial and non-financial key performance indicators
- Providing analysis as necessary
- Serving as backup to the Accounting Manager

### **Planning and Forecasting:**

- Assisting in the completion of weekly and quarterly forecasts, and annual business plans
- Analyzing forecast to actual variances, understand drivers and communicate / share information with mill management

### **Working Capital Management:**

- Assisting in providing leadership in the management of working capital

- Working with mill management to ensure the payables are optimized without impacting negatively the mill operations

**Support Accounting Manager in:**

- Evaluation of financial returns of capital projects
- Measuring and reporting on the performance of capital projects
- Conducting post completion audits

**Qualifications:**

- Knowledge of accounting practices and policies;
- Highly organized, detail-oriented, analytical;
- Managing priorities, monitoring and refocusing as necessary evaluating refocusing;
- Ensuring required reporting is done accurately;
- Preparing forecasts, weekly P&L, production cost models, etc.;
- Providing oversight of purchasing and supplies management to ensure the best business decisions are being made to control working capital and manage critical equipment/spares appropriately;
- Analyzing operational and capital costs and proving input for improving performance
- Analyzing cost-effective equipment sourcing decisions.
- Participating as required in mill management meetings.
- Staff Accountant II - intermediate level; university degree in accounting;
- CPA or CMA candidate (preferred);
- 3-5 years of relevant work experience.
- Alternatively, we will also consider a candidate with work experience in A/P combined with some formal education in accounting.

**Who is Norbord?**

Norbord Inc. is a leading global manufacturer of wood-based panels and the world's largest producer of oriented strand board (OSB). In addition to OSB, Norbord manufactures particleboard, medium density fibreboard and related value-added products. Norbord has assets of approximately \$2.1 billion and employs approximately 2,750 people at 17 plant locations in the United States, Canada and Europe. Norbord is a publicly traded company listed on the Toronto Stock Exchange and New York Stock Exchange under the symbol "OSB".

**Why Work for Norbord?**

At Norbord, a commitment to safety, quality and customer service has earned us a reputation as a leading producer of wood-based panels. As demand for Norbord's products grow, we continually seek bright and talented people in all areas of our business. With competitive salaries and benefits and company profit-sharing, Norbord offers one of the strongest and innovative compensation packages in the industry.

Norbord is committed to providing its employees with the training, skills, and opportunity to achieve their highest potential. Norbord offers the opportunity to excel, express ideas, and make a profound impact within our team driven organization.

If you are a team player who takes pride in a job well done and want to make a real impact at the place you work, look into a career with Norbord. You will like what you see.

Interested candidates should send their letter of application and current resume to:

Norbord Inc.  
P.O. Box 49307  
453-595 Burrard Street  
Vancouver, BC V7X 1L3

**Attention:** Human Resources Manager or by email: [jennifer.bono@norbord.com](mailto:jennifer.bono@norbord.com)

\*We would like to thank all applicants for their interest; however, only those candidates selected for an interview will be contacted.