



ADJ Industries Inc. operates two manufacturing facilities in London, Ontario totaling over 100,000 square feet. Our operations include advanced CNC machining, fabrication, and welding, supported by modern equipment and a 24-hour production schedule.

We manufacture large, precision components for the locomotive, oil and gas, power generation, and defense industries.

ADJ Industries Inc. maintains industry-recognized certifications including ISO 9001, CWB (Canadian Welding Bureau), AWS (American Welding Society) in Steel and Aluminum, and is registered under Canada's Controlled Goods Program (CGP).

Position Overview:

The **Accounts Payable Specialist** is responsible for the accurate and timely processing of accounts payable transactions while supporting general administrative and office functions. This position works closely with the Controller to maintain financial controls, ensure compliance with company policies, and support efficient day-to-day office operations.

Compensation & Work Details:

Salary Range: \$48,000 – \$55,000 per year (commensurate with experience and qualifications)

Employment Type: Full-time, permanent

Location: London, Ontario – Piper / Sovereign

Vacancy Status: This position represents an existing vacancy.

AI Disclosure: ADJ Industries Inc. does not use artificial intelligence (AI) tools to screen or select applicants.

Responsibilities and Accountabilities:

Finance (Accounts Payable)

- Organizes, collects, reviews, and controls packing slips, invoices, purchase orders, and supporting documentation related to the accounts payable function to ensure completeness and accuracy prior to processing.
- Performs invoice data entry into the company intranet and accounting systems, ensuring correct vendor information, coding, tax application, and proper approvals are obtained.
- Matches invoices to purchase orders and receiving documentation (three-way matching) and follows up on discrepancies with internal departments and vendors as required.
- Maintains accurate and up-to-date vendor files, including contact information, payment terms, and supporting documentation.
- Processes incoming mail and electronically received invoices and distributes finance-related documents to appropriate personnel.



- Prepares accounts payable batches for review, approval, and processing in accordance with internal controls and company policies.
- Collects, reviews, and organizes purchase receipts for Visa and corporate credit card reconciliations and assists with monthly reconciliation processes.
- Reviews and processes employee expense reports to ensure compliance with company policies and proper supporting documentation.
- Assists with month-end and year-end accounting support, including accrual preparation, document collection, and audit support as required.
- Generates and maintains daily, weekly, and monthly financial and operational reports, including open work order reports and AP aging summaries.
- Responds to vendor inquiries regarding invoice status and payment timelines in a professional and timely manner.
- Supports purchasing and receiving processes by tracking documentation and ensuring timely submission for financial processing.
- Maintains organized and auditable electronic and physical filing systems for all accounts payable and finance-related records.
- Identifies process improvements within the accounts payable function and supports implementation of efficiencies and best practices.
- Completes special and ongoing finance projects and activities as assigned by the Controller.

Office Administration

- Collects and organizes employee job cards daily; reviews time punches from the clock-in system and makes necessary adjustments for payroll processing support.
- Enters employee time into company Intranet system using Mass Entry.
- Provides administrative support related to employee records and general office documentation.
- Tracks and organizes IT equipment and office assets.
- Tracks employee uniforms and communicates with uniform provider.
- Supports onboarding administration by setting up employee files, preparing documentation, and entering new employees into systems.
- Drafts department correspondence and internal documentation (procedures, forms, notices, etc.).
- Answers internal inquiries and directs them to the appropriate department as needed.
- Completes special and ongoing administrative projects and activities as assigned by management.

Office Operations

- Answers 3-line telephone; acts as company expert on Avaya Phone System. Labels and programs employees' phones, voicemails, etc.
- Arranges catering orders for staff meetings, lunches, and company events.
- Answers door when general visitors arrive or when informed of a scheduled visit by management; appropriate personnel are notified via phone/email.
- Acts as administration lead on printers, photocopiers, and maintenance of office equipment.
- Provides project management assistance for various ADJ Industries and executive projects.
- Purchases office supplies and manages inventory.



- Greets customers and visitors on site and follows guest sign-in procedures.
- Maintains an acceptable level of performance by following established policies and procedures and participating in continuous improvement efforts by supporting and implementing new ideas.
- Sets a positive example by maintaining a respectful attitude, cooperating with co-workers, management, and internal and external customers to be a productive team member and help meet departmental and company goals.
- Wears appropriate personal protective equipment when required, reports any workplace injuries to direct supervisor immediately, and reports safety issues promptly.
- Reports to work for regularly scheduled shifts on time and ready to work while following all company policies and health and safety procedures.
- Effectively gives and receives feedback, willingly asks questions and seeks direction when needed, and accepts responsibility for sharing skills and knowledge with other employees.
- Performs all other duties as assigned from time to time.

Qualifications:

- Must meet the requirements of the Canadian Controlled Goods Security Assessment Application as per Section 15 of the Controlled Goods Regulations, SOR/2001-32
- Minimum **1–3 years of progressive accounts payable experience**, preferably in a manufacturing or industrial environment.
- Experience with three-way matching (PO, packing slip, invoice) required.
- Diploma or Degree in Accounting, Business Administration, Finance or related field preferred.
- Strong data entry accuracy and attention to detail.
- Ability to manage high volumes of invoices and meet processing deadlines.
- Demonstrated computer proficiency, including Microsoft Office (Excel) required.
- Self-motivated, the ability to work independently, and within a team environment with strong follow up, organization and prioritization skills and excellent attention to detail.

Successful applicants must meet all requirements under the Canada Controlled Goods Regulations (CGR) and must be approved as mandated by Public Works & Government Services Canada and applicable contractual obligations.

Interested applicants should forward their resume to hr@adjindustries.com.

Accommodation is available in all aspects of the recruitment process. If accommodation is required applicants should make this known in advance.

We thank all who apply however only those selected for an interview will be contacted

For more information please visit our website at www.adjindustries.com