



Job Posting

POSITION: Customs/Accounting Coordinator

DEPARTMENT: Finance

LOCATION: Mississauga Factory

REPORTS TO: Internal Accounting Supervisor

PRIMARY PURPOSE:

Responsible for all amendments to Canada Customs; Monitor for the pet food plants parked and blocked invoices and assist in clearing of GRIR discrepancies.

KEY ACCOUNTABILITIES:

1.	Runs a monthly report within SAP to identify cross border shipments which require amends due to quantity or value.
2.	Report and file amendments within the legislated timeframe.
3.	Work closely with our customs broker to ensure B2 and B3 documents are accurate and complete.
4.	Ensure tariff classifications on customs documents are correct.
5.	Solicitation and maintenance of NAFTA certificates to ensure that all NAFTA certificates are current and up to date.
6.	Work with vendors, plants and inter-market group to ensure accuracy of trans-border documentation.
7.	Manages the flow of all parked and blocked invoices from our customs broker Russell A Farrow for clearance and duties.
8.	Perform weekly status update for the pet food plants of all Parked and Blocked invoices
9.	Investigate GRIR discrepancies for the pet food plants to balance and clear quantity blocked invoices against goods receipts
10.	Monitor and reconcile Chep pallet movements on a weekly basis
11.	Cross train with other accounting functions for vacation and sick coverage when necessary
12.	Perform other projects as required by the supervisor

POSITION REQUIREMENTS:

Education: Completion of College diploma in Business Administration or other related discipline

Experience: 3 years related customs/accounting experience

Technical: Basic PC Operating skills would be an asset

MS Word	Excel	PowerPoint	Other
Intermediate	Intermediate	Basic	SAP experience an asset

NATURE AND SCOPE:

- **Interpersonal Contacts:** Internally communicates with employees in Planning, Customer Service, Purchasing, Warehousing and Production departments to obtain, clarify and discuss information relating to customs documentation. Externally communicates with representatives from customs broker to obtain, clarify and discuss information relating to the customs documentation and payment.
- **Level of Responsibility:** The position provides a critical role in the administration and processing of all customs amends and payment; and providing direction in the parked and blocked invoices and clearing of GRIR.
- **Decision-Making Authority:** The position has the authority to authorize customs payments where the rates have been pre-established, report and file amends with customs broker. The position is also responsible in working with operational buyers and Corporate Finance for the clearing of GRIR balances within established procedures.
- **Physical and Sensory Demands:** Minimal demands due to the variety of tasks.
- **Working Environment:** Minimal exposure to conditions, which are disagreeable or uncomfortable and are typical of an office job.

NEXT STEPS:

Interested applicants should review their intentions with their immediate supervisor prior to submitting their resume. Applications may be forwarded in confidence either by mail to the attention of **Krupa Laloo**, via e-mail to krupa.laloo@purina.nestle.com or sent via fax to 905-855-5712.

The closing date for this posting is **Thursday May 17, 2012**.

Posted: May 11, 2012

Remove: May 17, 2012