



**October 4, 2010**

<b>POSITION</b>	<b>Financial Settlement Analyst</b>
<b>DIVISION</b>	<b>Finance</b>
<b>LOCATION</b>	<b>Hopewell Distribution Center, Brampton</b>
<b>REPORTS TO</b>	<b>Supervisor, Financial Settlement</b>

*The incumbent will minimize working capital intensity through the timely and accurate settlement of receivable and claims, within an error-free context.*

#### **Major Responsibilities**

- Accountable for regular review of the customer's account via the Aged Trial Balance and the line item analysis to ensure all open items are closed within a reasonable time period.
- Ensure timely investigations and settlement of claims and reconciliation in an error-free manner.
- Process Trade related payment on a timely manner.
- Credit customer's account, based on rules, for agreed to promotional, pricing & reclamation activities and request repayment for invalid customer claims and unearned discounts.
- Working closely with Sales team to establish and maintain a high level of customer satisfaction, this includes resolving customer complaints in a timely and accurate manner.
- Monthly meeting with Sales/Finance to review customer's account.
- Timely and accurate review of customer's audits within a reasonable time period, linking with Sales/Finance for resolution.

#### **Qualifications**

- Post-secondary education preferably in Business or Commerce and/or enrolled in a CA/CMA/CGA designated program.
- The ability to speak and read French is an asset
- 1-2 years experience in deduction resolution, preferably in the Food industry.
- Proficiency using Microsoft Office applications (Word, Excel, PowerPoint).
- Experience using or knowledge of SAP an asset.
- Ability to interact effectively and professionally with all levels of management and internal/external customers.
- Strong analytical and organizational skills.
- Self-starter, with the ability to prioritize workflow and operate independently in a demanding, fast-paced environment.

Suitably qualified candidates should first contact their Department Manager before submitting their résumé to the undersigned. The closing date for this posting is **October 13, 2010**.

**REFERRALS WELCOME!** (All external applicants must access [www.nestlejobs.ca](http://www.nestlejobs.ca). Search for Jobs, click on the vacancy and apply online.)

**Kellie MacBurnie**  
Human Resources

