



RIDLEY TERMINALS INC.

JOB DESCRIPTION

Administrative/Accounting Clerk

A Non Bargaining Unit Position

SUMMARY

The Administrative/Accounting Clerk will report to the Accounting Supervisor and supports efficient day-to-day finance operations. This is a permanent part-time position requiring a minimum of 20 hours per week.

In addition to providing general accounting support, the Administrative/Accounting Clerk is responsible for supporting daily accounting processes, annual audit processes, maintaining financial records, and providing general backup coverage for the other administrative staff. Other responsibilities include answering phone, assisting staff with accounting enquiries and providing expense reimbursement support as required.

RESPONSIBILITIES

- Handles requests and queries appropriately
- Prepares and processes a variety of documents (such as reports, graphs, tables, etc.) using MS Word, Excel or PowerPoint
- Reviews and verifies the accuracy of information; identifies discrepancies and follows up with appropriate parties to clarify, confirm or correct information
- Provides a range of administrative, clerical and business support services such as: reviewing invoices, contracts and employee expense claims
- Write and distribute email, letters, faxes, and forms

- Assist in the preparation of regularly scheduled reports and meeting minutes as well as update and maintain office policies and procedures
- Performing the day-to-day accounting processes, including remote cheque deposits
- Maintaining an orderly accounting filing system
- Interacting with staff, vendors, service providers and third parties to resolve issues/discrepancies
- Work collaboratively and proactively with other administration support staff
- Develop and maintain administrative processes, which reduce redundancy and improve accuracy, while achieving organizational objectives
- Perform other duties as assigned

STANDARDS AND EXPECTATIONS:

- Anticipate needs and is proactive with solutions
- Thrives in a constantly changing and busy environment
- Creative problem solver
- Positive, can-do attitude
- Works well with a variety of different personalities
- Maintains an advanced degree of confidentiality along with excellent judgement and discretion
- Builds strong cross-functional relationships between other departments

HIRING CRITERIA

Education/Experience

- Minimum Grade 12
- Experience with computerized accounting systems
- 3-5 years experience working in an accounting environment
- University degree would be an asset

Skills:

- Attention to detail in all areas of work
- Analytical and investigative abilities
- Good organizational, time management and prioritizing skills
- Problem solving skills

- Effective communication skills with individuals at all levels of the organization
- Ability to work well in a group setting where work is shared
- Service orientation
- Ability to maintain confidentiality
- Computer literate including effective working skills of MS Excel, Word and email

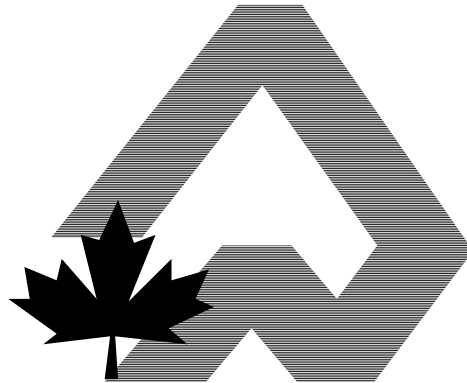
I acknowledge and accept the responsibilities of this job description:

Approved: _____

Date: _____

Approved: _____
Name, Position

Date: _____



RIDLEY TERMINALS INC.

HEAVY DUTY MECHANIC

JOB DESCRIPTION

Bargaining Unit Position

FUNCTION

Reporting to the Mechanical Coordinator, or designate, the Heavy Duty Mechanic will be responsible to participate in a team environment and undertake the tasks associated with maintenance, troubleshooting, fabricating and the installation of mobile/mechanical equipment.

RESPONSIBILITIES

As a Heavy Duty Mechanic you will:

1. Apply your skills to perform assigned tasks and maintain high quality workmanship.
2. Maintain a fleet of Heavy equipment and fleet of light vehicles as well assist other mechanical Duties in the Mechanical Department (Work with or as a Millwright or Lube-mechanic as required)
3. Complete training courses as specified in the Heavy Duty Mechanic profile or other department specific training identified by the Coordinator.
4. Assist in the training of other Heavy Duty Mechanics/Millwrights, apprentices and site personnel based on your skills and abilities.
5. Respond to health, safety or environmental hazards by correcting them

immediately if possible, or by advising the appropriate site personnel of these hazards.

6. Support and ensure adherence to the Health, Safety, Environment and Quality procedures as outlined in the Ridley Business System (RBS) manual.
7. Assist the Joint Health & Safety Committee representatives by bringing health, safety or environmental concerns to their attention.
8. Review work orders, identify mobile/mechanical needs and plan maintenance/installation of mobile/mechanical equipment.
9. Maintain mobile/mechanical equipment in accordance with all appropriate regulations.
10. On a routine basis, inspect mobile/mechanical equipment, confirm correct operation, and take remedial action as necessary.
11. Respond to the needs of other team members regarding site operation of mobile/mechanical equipment.
12. Identify mobile/mechanical problems and within your scope of training and experience, systematically isolate and correct these problems.
13. Assist the Mechanical Department in meeting company and team goals and objectives.
14. Maintain a clean, safe work environment and report all incidents/accidents.
15. Follow established procedures, and ensure proper records and checks are maintained.
16. Assist in other site operations, including millwright and lubrication mechanic functions as required.
17. Be able to work effectively with minimum or no supervision.

HIRING CRITERIA

Education and Knowledge:

1. A minimum grade 12.
2. Inter- Provincial ticket/BCTQ
3. Automotive TQ (is an asset)
4. Past experience in an industrial environment would be an asset.
5. Other Tradesman ticket(s) would be an asset.

Experience:

1. Five years recent experience on an industrial site as a journeyman.
2. Good welding and cutting skills
3. Demonstrated evidence of trouble shooting experience in mechanical, hydraulics, electronics and pneumatics.
4. Experience with Caterpillar equipment an asset.
5. Must have a valid class 5 driver's license.
6. Excellent health, safety and environmental record.
7. Experience working in a team environment.
8. Experience using personal computers in a Microsoft Windows environment.

Skills:

1. Good communication skills, both verbal and written.
2. Good interpersonal skills and a demonstrated ability to work in a team environment.

RELATIONSHIP AND ACCOUNTABILITY

1. Accountable to the Maintenance Manager, Mechanical Coordinators and the Mechanical Team.
2. Solves interpersonal problems at the lowest possible level.
3. Is courteous and polite when dealing with other team members.
4. Maintains a clean shop and work area.
5. Is willing to learn new processes and procedures.
6. Will work in a safe manner to protect the health and safety of self and other team members.

STANDARDS AND EXPECTATIONS FOR PERFORMANCE

1. High quality work carried out in a timely manner.
2. May assist with developmental work when changes or additions are made to mobile/mechanical equipment.
3. Ensures that after completion of a job, the job site or shop is left clean.
4. Quality workmanship.
5. Willingness to learn.
6. Ability to work safely and follow the health, safety and environmental procedures.
7. Must be willing to work shift
8. Must be willing to work at heights.
9. Be in good physical shape and capable of completing all tasks which require the ability to lift heavy objects.

Revised: October 23, 2018

Approved: _____
 Senior Manager

Date: _____



RIDLEY TERMINALS INC.

JOB DESCRIPTION

Accounting Supervisor

A Non Bargaining Unit Position

SUMMARY

The Accounting Supervisor assists in overseeing the daily accounting activities and transactions for the monthly closing process to maintain the integrity and reliability to assist in preparing monthly financial statements. This position reports to the Controller and assists in the oversight of the Accounts Receivable, Accounts Payable and Payroll transactions.

RESPONSIBILITIES

Supervise accounting team

- Assist in developing and maintaining best practices and consistency in accounting processes, procedures and workflow
- Oversee the coordination of Accounts Payable weekly payment runs
- Assist in maintaining the financial systems to adjust to the changing business needs of the company as it grows.
- Work with the Accounting team on initiatives for efficiency of operations.
- Monthly journal entry approval
- Ensure accuracy/completion of monthly update of RTI website of proactive disclosure requirements for travel
- Vendor Management including updating information and addition of new vendors
- Prepare Corporate tax return

Following is a more detailed breakdown of responsibilities:

Coordinate Financial Reporting

- Maintain the General Ledger including:
 - Preparation of journal entries.
 - Review and approve journal entries prepared by finance team
 - Review monthly general ledger for errors or irregularities.
- Prepare a monthly Financial Statement variance analysis for the Controller and Senior Management.
- Assist with preparing additional year-end schedules and analysis for auditors.
- Assist with the departmental budgeting process.
- Work with the Controller and Senior Management to promote a more useful and efficient financial reporting system.
- Perform special financial analysis projects as assigned.
- Train and educate non-financial personnel in account coding.

Assist in Meeting Goals and Objectives of Accounting Department

- Assist with Accounts Payable, Accounts Receivable, and Finance including:
 - Review Accounts Receivable sub-ledger.
 - Monitor and follow up on past due/overdue Accounts Receivable.
 - Assist with the coding of Accounts Payable as required.
- Assist in the production of quarterly and annual reporting (Annual Report)
- Assist the team to identify training needs and encourage personal achievement and growth.
- Contribute to the effective functioning of the Finance team as a whole.
- Compliance with Company and Department confidentiality policies.

Facilitate Efficiency and Accuracy of Payroll Function

- Review and approve monthly payroll earnings and deduction reconciliations.

- Perform other payroll procedures or audits as required.
- Monitor, review and enforce payroll compliance per legislative bodies.

Maintenance of Capital Asset Reporting

- Assist in the preparation of annual Capital Budgets
- Review all costs of Capital projects and report findings
- Assist in the determination of a project as Capital vs Maintenance
- Confirm Capital Asset Sub ledger and reconcile to General Ledger accounts.
- Prepare reports on Capital expenditures for Statistics Canada
- Sign off commissioning of assets.

Assist with Enhancement of the Computerized Accounting Systems

- Consult with Finance team on effectiveness of computerized systems affecting Finance including Accounting and Payroll software.
- Liaise with the Controller and the support group at Multiview for troubleshooting enhancements and problems.

Assist with Taxation Reporting

- Review GST return.
 - Provide guidance on PST issues.
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RELATIONSHIPS

- All coordinators
- Accountable to the Controller
- Auditors
- Government Agencies

STANDARDS AND EXPECTATIONS

Reporting to the Controller, you will exhibit professionalism, provide leadership to team members. You will be required to provide relief for payroll and payables functions if required, as well as replacing the Controller in his/her absence.

HIRING CRITERIA

Education/Experience

- Minimum five years' experience in accounting is required.
- Professional accounting designation.
- University degree would be an asset
- Experience with computerized accounting systems.
- Experience in setting up accounting systems.
- Previous supervisory experience.
- Courses in computerized accounting systems.

Skills:

- Attention to detail in all areas of work
- Analytical and investigative abilities
- Good organizational, time management and prioritizing skills
- Problem solving skills
- Thoroughness
- Effective communication skills with individuals at all levels of the organization.
- Ability to work well in a group setting where work is shared
- Service orientation
- Ability to maintain confidentiality
- Ability to provide coaching and mentoring
- Computer literate including effective working skills of MS Excel, Word and email

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