ACCOUNTS PAYABLE AND OFFICE ADMINISTRATOR

Employment Type	Full-time, permanent
Work Arrangement	On-site
Schedule	Monday to Friday, 8:00 a.m.–4:30 p.m.
Locations	2068 Piper Lane and 290 Sovereign Road, London, Ontario
Reports To	Controller
Compensation	$46,000–$54,000 annually, based on qualifications and relevant experience
Vacancy Status	Existing vacancy – replacement position

Posting Date: August 5, 2026

With two London locations totaling more than 100,000 square feet, over 30 large modern CNC machines, multiple 10-tonne overhead cranes and a skilled team supporting 24-hour operations, ADJ Industries Inc. is a leader in custom fabrication, welding and machining. We manufacture large, complex components to close tolerances for customers across a variety of industries.

ADJ Industries Inc. has successfully completed the following certifications: ISO 9001:2015, CWB (Canadian Welding Bureau), AWS (American Welding Society) certification in Steel and Aluminum. ADJ Industries Inc. is also a certified company with the Controlled Goods Program (CGP).

Position Overview:

The Accounts Payable and Office Administrator is responsible for the accurate and timely processing of accounts payable transactions while supporting payroll administration, employee documentation and general office operations. Reporting to the Controller, this position maintains accurate financial records, supports internal controls and helps ensure the efficient day-to-day operation of ADJ Industries' offices.

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

- Reviews employee time records, identifies discrepancies and makes authorized corrections to support payroll processing.
- Enters employee time into the 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 uniform requirements 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 and directs incoming telephone calls and maintains the company's Avaya phone system.
- Arranges catering orders for staff meetings, lunches, and company events.
- Greets customers and other visitors, follows established sign-in procedures and notifies the appropriate employee of their arrival.
- Coordinates the operation and maintenance of printers, photocopiers and other office equipment.
- Provides administrative support for company and executive projects as assigned.

- Purchases office supplies and manages inventory.
- 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 be eligible to complete the security assessment required under the Canadian Controlled Goods Program.
- One to three years of accounts payable or related accounting experience, preferably in a manufacturing or industrial environment.
- Experience with three-way matching of purchase orders, receiving documentation and invoices.
- Post-secondary diploma or degree in accounting, finance, business administration or a related field is preferred.
- Proficiency with Microsoft Office, particularly Excel.
- Strong numerical accuracy, data-entry skills and attention to detail.
- Ability to organize and process a high volume of invoices while meeting deadlines.
- Strong communication, follow-up, organization and prioritization skills.
- Ability to work independently and collaboratively in a team environment.
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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.

Use of Artificial Intelligence:

This recruitment process does not utilize artificial intelligence or automated decision-making systems to screen, assess or select candidates.

Accommodations are available at all stages of the recruitment process. Applicants requiring accommodation should advise us in advance. While we appreciate all applications, only candidates selected for an interview will be contacted.

How to Apply: Please submit your résumé to HR@ADJIndustries.com
Please include “Accounts Payable and Office Administrator” in the subject line.