

Accounting & Sales Administrative Specialist



Are you a detail-driven professional with a passion for numbers, problem-solving, and helping things run smoothly behind the scenes? Horst Systems is hiring an **Accounting & Sales Administrative Specialist** to support both our **Accounting** and **Sales** teams.

In this role, you'll take ownership of **Accounts Receivable**—from invoicing to collections—while supporting **Sales Order and Purchase Order** processes. You'll also help with **Accounts Payable** tasks and play a key part in ensuring timely and accurate financial reporting. If you're ready to grow your accounting skills in a collaborative, fast-paced environment, we'd love to hear from you.

Who We Are

Horst Systems is an industry leader in the design and construction of custom grain handling and storage systems in Ontario. Dedication to quality, innovation and excellence in customer service makes us the choice for farmers and agri-businesses. We recognize that our success is achieved through our hard-working and dedicated teams.



Why join us

- Have a lasting and positive impact on our customers
- Play a role in our business growth and success
- Competitive salary based on skill and experience, with a starting wage of \$20 to \$28 per hour (\$45,760 to \$64,000 annually) with a 44 hour work week.
- Monday to Friday work schedule
- Year end bonus
- Paid training and development
- Health care spending account and company pension plan

Key Responsibilities

Accounts Receivable (AR)

- Prepare invoices for customer accounts, including contract billing, T&M jobs, and freight
- Manage collections and follow up on overdue payments
- Respond to customer inquiries and manage the AR inbox
- Prepare reports (e.g. unbilled costs, monthly accruals)
- Scan and organize invoice packages electronically
- Support month-end reporting and account reconciliations

Sales Support

- Enter and update Purchase Orders and Sales Orders
- Assist with contracts, customer setup, order revisions, and confirmations

Accounts Payable (AP)

- Match credit card receipts and post charges in accounting software
- Support cheque runs and invoice reconciliation
- Assist with AP data entry and vendor statement reviews
- Manage AP inbox and document organization

General Administration

- Update customer records and close completed orders
- Maintain accurate customer lists in internal systems
- Assist with ad hoc reports and tasks as needed
- Reception duties shared with the HR and Operations Administrative Specialist

What You Bring

- Post-secondary education in business, accounting or related is required or 5+ years of demonstrated experience

- Experience with **Accounts Receivable/Payable**, ideally in a manufacturing or service environment
- Comfortable using **QuickBooks** (or similar accounting software)
- Strong Excel and Microsoft Office skills
- Excellent attention to detail and a high level of accuracy
- Dependable, coachable, and eager to learn
- Strong communication skills—both written and verbal
- Ability to manage time, prioritize, and adapt to changing priorities
- A collaborative attitude and a willingness to dig into the “why” behind the numbers

Ready to apply? Forward your resume with cover letter to recruiting@horstsystems.com

We thank all applicants for their interest, however, only those selected for further screening will be contacted. Horst Systems Ltd. is dedicated to maintaining a respectful, fair and equitable work environment, and welcomes submissions from all qualified applicants. If accommodation is required during the selection or interview process, it will be available upon request. This job posting is available in an accessible format upon request.