



Job Title: Accounting Specialist

Department: Office Administration

Reporting to: CFO

Main Duties and Responsibilities

Accounts Receivable

- Generate invoices for both retail and wholesale customers.
- Prepare monthly statements.
- Manage deposit entries from customers using QuickBooks Online.
- Administer Farm Credit Canada & Scotiabank-YMF Receivables

Stewardship Compliance

- Maintain a database of new customers to verify licensing with trait providers and distribute stewardship agreements as necessary.

Accounts Payable

- Enter invoices into QuickBooks Online.
 - Coordinate weekly Electronic Funds Transfer (EFT) payments for suppliers.
 - Confirm EFT payments for suppliers.
 - Obtain coding and approval for payment of supplier invoices from department leads.
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Preferred Attributes

- Ability to work independently
- Strong attention to detail
- Skill in prioritizing tasks effectively
- Excellent communication skills
- Knowledge of QuickBooks Online