



Job Title: Accounting Administrator

Department: Office Administration

Reporting to: CFO

Main Duties and Responsibilities

Accounts Receivable

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

Accounts Payable

- Obtain approval & account coding for supplier invoices from department leads.
 - Enter invoices into QuickBooks Online.
 - Coordinate weekly payments for suppliers. i.e. Electronic Funds Transfer (EFT), e-transfers or online bill payments.
 - Email weekly confirmations of EFT payments to suppliers.
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Necessary Attributes

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