



Dunkerron Elevators Inc.

4931 3rd Line RR#2, Tottenham, ON L0G 1W0
Phone: 905-939-7494 | Fax: 905-939-8553

Accounting Clerk / Administrative Assistant Part-time Position

Description

Dunkerron Elevators Inc. is a grain elevator and cash crop farming operation serving the local agricultural community in South Simcoe. Our company is family owned and operated and is currently seeking a highly motivated individual to join our office team as an Accounting Clerk Administrative Assistant.

Having a passion for agriculture, a customer-focused attitude, and the ability to work both independently and as part of a team are key qualities for this position. Our company is committed to the future of agriculture, and we offer the opportunity for personal growth and development. Rate of pay is based on experience.

Responsibilities

- Managing accounts payable and accounts receivable
- Supporting management with general accounting duties and support functions
- Bank reconciliation
- Monitoring cash flow, foreign exchange position and financial performance
- Preparing monthly bank reports and budgets
- Processing and submitting HST
- Assisting external accountant with year-end procedure
- Assisting with general office duties and tasks

Qualifications

- 2 or more years of experience in accounting/bookkeeping
- College or University Diploma in Business Administration or Accounting
- Strong computer skills including MS office applications and accounting software
- Excellent organizational and communication skills
- Positive attitude and a desire to learn
- Analytical, detail-oriented, and self-motivated
- Social media expertise an asset
- Valid Canadian driver's license

Application

Submit your application via email to annalisa@dunkerronelevators.ca