

The Lactanet partnership between CanWest DHI, CDN and Valacta brings together leading dairy herd improvement organizations responsible for milk recording, genetic evaluations, and knowledge transfer in Canada. By leveraging the respective strengths of the three partners, Lactanet provides Canadian dairy farmers with the tools necessary to help them succeed and face the challenges that lie ahead for our industry while ensuring our global leadership position for the future. Lactanet is a farmer-run organization serving Canadian dairy producers from coast-to-coast. Our team is comprised of 450 employees dedicated to providing services to more than 8,000 dairy farms across Canada.

Accounting Technician

Lactanet is looking for an Accounting Technician. This will be a full-time position responsible for providing support with daily accounting activities within the finance team. He/She will perform a range of general clerical, accounting, and bookkeeping support functions, providing high quality services in an efficient manner.

Responsibilities

- Analyze requirements and conceptualize, define, and document appropriate solutions
- Assist in the day-to-day full cycle accounting process for multiple entities
- Timely input and processing of payable, receivable, and invoicing transactions
- Assist in preparation of ad hoc reports for management as required
- Ensure accuracy and integrity of all financial data events and reporting systems
- Actively participate in month-end processes and preparation variance analysis
- Complete monthly forecasts and participate in budget processes
- Assist in the preparation of external audit files and tax files
- Improve the necessary internal controls and procedures to ensure best practices
- Manage full cycle AP, posting vendor invoices and setting up bank payments
- Manage full cycle AR, invoicing clients, posting receipts, managing collections
- Resolve client invoicing issues
- Assist in bank reconciliations
- Reconcile credit card statements
- Filing accounting and admin records
- Other finance/accounting and departmental tasks assigned by management

Requirements

- Degree or Diploma in Accounting/Finance
- Minimum 3 years of current work experience in accounting or a related field
- Team oriented with an excellent work ethic and ability to maintain strict confidentiality
- Excellent knowledge of Microsoft Office (Word, Excel, and Outlook)
- Experience with Microsoft NAV is an asset
- Bilingual English / French is an asset
- Organizational and planning skills
- Ability to manage multiple files simultaneously
- Strict attention to detail
- Excellent communication and interpersonal skills

Working conditions

Normal office work conditions from our Guelph, Ontario location

Why work at Lactanet

We are a dynamic organisation and value the well-being of our employees. We offer health and wellness programs, competitive salary, and benefits (group insurance and pension plan), training and professional development opportunities, a stimulating, progressive and collaborative work environment, and many other benefits....

Apply

If you meet the qualifications for this position, please send a cover letter and your resume with an email subject line « Accounting Technician - National » to careers@lactanet.ca