

CAREER OPPORTUNITY



Accounting AR/AP Assistant

Guelph, Ontario

Lactanet is looking for an experienced Accounting AR / AP Assistant. This will be a full-time 6-month position responsible for providing support for the daily payables and receivables activities within the Finance team. The successful applicant will perform a range of general clerical, accounting, and bookkeeping support functions in an accurate and efficient manner.

Position Overview

- Assist in the day-to-day accounting process for multiple entities.
- Perform full cycle AR functions – including client invoicing, payment entry and bank deposits.
- Perform full cycle AP functions - including posting of vendor invoices and bank payments.
- Receive and review incoming invoices for accuracy and completeness.
- Communicate with vendors regarding invoice inquiries and discrepancies.
- Code and enter invoices into the accounting system in a timely and accurate manner.
- Establish and maintain positive relationships with vendors to ensure smooth transactions.
- Ensure proper approval and documentation for all payment requests.
- File accounting and administration records.

Qualifications & Experience

- Degree or Diploma in Accounting/Finance.
- Minimum 5 years of current work experience in an accounting office environment.
- Team oriented with an excellent work ethic and ability to maintain strict confidentiality.
- Excellent knowledge of Microsoft Office, experience with Microsoft NAV is an asset.
- Strong organizational, math and time-management skills with excellent attention to detail and accuracy.
- Effective communication and interpersonal skills and ability to work independently.
- Bilingual English / French is an asset.

Working conditions

Normal office working conditions from our Guelph, Ontario location.

How to Apply

If you meet the qualifications for this position, please send a cover letter and your resume by email with the subject line "Accounting AR/AP Assistant" to careers@lactanet.ca

Lactanet is the leading dairy herd improvement organization responsible for milk recording, genetic evaluations, knowledge transfer and dairy cattle traceability. We provide products and services to help Canadian farmers manage their dairy operation.

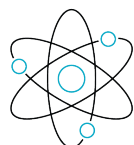
The benefits of working at Lactanet include:

- Employee Assistance Program
- All Equipment Provided
- In lieu for vacation and statutory holidays
- Training & Development
- Starting hourly wage between \$23-\$25/hour

CORE VALUES



Excellence



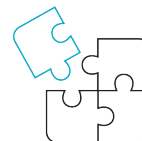
Innovation



Integrity



Diversity



Synergy



Leadership

Lactanet is committed to an inclusive, equitable and accessible workplace where people are valued, respected, and supported. Accommodation for applicants with disabilities is available on request. We thank all applicants for their interest and will contact those who are selected for an interview.