



With annual revenues of \$2.2 billion and representing approximately 3,500 Ontario dairy farm businesses, Dairy Farmers of Ontario (DFO) is the province's largest agricultural marketing organization. In its production, transportation and marketing roles, this non-profit organization is an essential partner in the Canadian dairy industry.

## Accounting Clerk

Reporting to the Assistant Director, Finance, the Accounting Clerk will work with the Finance team and be primarily responsible for processing all accounts payable and accounts receivable invoices and transactions, as well as assisting with internal and external requests for information and queries.

This is an integral administrative role within Finance, as it will assist with the day to day functions and tasks of the department. The Accounting Clerk will need to be detail oriented, highly organized and able to multi-task competing priorities.

The successful candidate will possess the following qualifications and requirements:

- Post-secondary diploma in accounting, or equivalent experience;
- 1-2 years' experience in administration, accounting, and/or bookkeeping;
- Experience in data entry for accounting software;
- Knowledge of accounting terminology and practices;
- Knowledge of automated accounting systems (specifically Sage AccPac);
- Strong math skills;
- Proficient in Microsoft Office Suite;
- Good verbal and written communication skills;
- Strong customer service skills;
- Bilingual in English and French an asset; and
- Dairy/agriculture industry knowledge an asset.

Overview of the job responsibilities:

- Receive invoices, expense reports and credit card statements daily from all departments and administer the preparation and processing of all invoices and expense reports by following the necessary steps and procedures to process in Sage AccPac.
- Maintain all vendor files.
- Balance each month end payable and receivable reconciliation excel sheet to G/L.
- Maintain various reports.
- Perform accounts payable and accounts receivable month end and year end closing procedures.
- Handle vendor, customer and staff issues and concerns regarding their accounts and expense reports. Investigate and resolve a variety of payment issues requiring careful discussion and research through records, entries and documents.
- Process weekly cheque run and filing with bank.
- Responsible for the collection of payments and entering into system.
- Prepare daily bank deposits.
- Prepare listing of all outstanding receivables.
- Process/enter monthly journal entries.
- Complete credit reference applications.
- Filing of all A/P and A/R invoices.
- Process all purchase orders.
- Assist in gathering information to support ad hoc queries directed to finance.

This is a full-time permanent position at DFO's Head Office in Mississauga. DFO offers a competitive salary, an attractive benefits package, good work/life balance and opportunities for professional development.

Dairy Farmers of Ontario maintains an accommodation policy and will provide accommodation to job applicants with disabilities during the hiring process. Please contact us should you require an accommodation.

Please submit a cover letter and resume by February 19, 2019 to:

Human Resources Department  
Dairy Farmers of Ontario  
6780 Campobello Road  
Mississauga, ON L5N 2L8  
Fax: 905-821-3045  
E-mail: [human\\_resources@milk.org](mailto:human_resources@milk.org)

*Only applicants selected for an interview will be contacted.*