

Accountant

February 17, 2023

Neerlandia Co-op is hiring a part-time Accountant to join our finance team in supporting our administration staff and the overall organization of financial records.

Who we are:

Neerlandia Co-op is here to serve our members and customers with products and services that help build, feed, and fuel individuals and communities. Our team shares the same values, is driven by our mission, and recognized by our vision. Being member-owned means that Co-op does business different. Member-owned ensures that profits are returned to our members and stay in the local economy. We are improving our processes and expanding our team by adding you.

To learn more about who we are and how you can help bring our brand to life visit us at www.neerlandiacoop.com

What you'll do:

- Under the direction of the Controller, support the preparation of month end reconciliations from Point of Sale to General Ledger, GL account reconciliation, margin calculations.
- Daily focus in areas of Accounts Receivable, Accounts Payable & Credit Management.
 - Accounts Payable duties include vendor master file maintenance, reconciliation of Vendor Statements, Vendor invoice input & monthly cheque run.
 - Accounts Receivable duties include assistance with customer charge account reconciliation, collections calls, review of A/R aging reports.
- Assist Controller in annual budget preparation, patronage entry, year end equity allocation & repayments process.
- Obtain a working knowledge of department point-of-sale systems to provide support to Department Managers in areas of inventory management, invoice reconciliations, process improvements.
- Support the Controller in planning & documentation of internal control process and preparation for external year end audit.
- Provide support to the administration team as required. Duties would include:
 - Support & assistance in daily POS reconciliation process, cash float balancing, customer account payments, new member processing.
 - Obtain a working knowledge of daily admin process in order to support vacation coverages, new admin training & back up to admin during busy timeframes (15th of month, statement preparation).

- Work with administration to implement process efficiencies & improvements.
- Assist administration to facilitate the new co-op member set-up and onboarding process.
 - Includes handling customer inquiries regarding the Neerlandia Co-op's patronage allocation and equity repayment policies.
- With direction from the Controller, you develop and implement your own career goals along with assisting in Administration Department Goals with the Admin Team.

Who you are:

You are looking for a career with a trusted, local company and you have the following experience:

- 3+ years of accounting experience with a strong knowledge of retail, financial reporting and customer focus.
 - Consideration may be given to candidates who have strong bookkeeping experience.
- An Undergraduate Degree or Diploma preferably in Accounting; or a relevant discipline.
- Strong computer skills including Microsoft Office (Excel, Word, Outlook) are required
- Superior planning, organizational & prioritization skills; in order to implement efficiency where needed.
- You're honest and trustworthy, are results-orientated, and strive to be the best in what you do.
- An effective self-starter. Has experience problem solving and integrating new ideas, trials and processes.
- Ability to collaborate with fellow team members by already possessing strong interpersonal skills that allow for a friendly, honest and professional workplace.

Our Team Members receive competitive salaries, a comprehensive benefits package, and an industry-leading employer-contributed pension plan. This position is offering flexible part time hours with a negotiable monthly schedule. We encourage our Team Members to take advantage of learning opportunities, grow and develop, and foster a culture of teamwork and innovation.

Please apply online at <https://neerlandiacoop.com/job-postings/> or by emailing your resume to hr@neerlandiacoop.com.

We thank all candidates for their interest; however, only those contacted will continue with the recruitment process.