



JOB POSTING

Position: Accounting Specialist 1

Position Type: Full Time, Permanent

No. of Positions: 1

Duties:

- Maintains Accounts Receivable including collections, preparation of invoices, statements, credit and debit notes, deposits, processing EDI and internet procurement transactions
- Maintain pallet reconciliation and reporting
- Processing of customer claims
- Process Grower information
- Communicate and co-operate with Staff, Customers, Growers and Suppliers
- Meet all required accounting and reporting deadlines
- Performs all duties in an accurate and efficient manner
- Filing of documents, emailing documents and correspondence
- Provide support and relief of other AR positions as required
- Adhere to all company procedures and policies
- Other miscellaneous duties as assigned

Shift:

- 5 days per week Monday to Sunday (possibility of some weekend work to support Accounts Receivable during vacation)
- 7.5 Hours per day

Qualifications:

- Strong analytical and critical thinking skills
- Decision making and organizational skills
- Proven communication and time management skills
- Strong customer service and relationship-building skills
- Good written and oral communication skills
- Ability to work efficiently as part of a team, as well as independently
- Ability to thrive in a fast-paced, deadline-oriented environment
- Strong computer skills in a Microsoft environment
- Demonstrated ability to maintain confidentiality
- Must be bondable
- Minimum 3 to 5 years accounting experience
- College or University Education in Business or Accounting OR equivalent accounting work experience

Pay: \$21.53 - \$25.89 per hour as per the Collective Agreement

Additional Details:

Candidates who meet the qualification criteria will be considered for this position upon submitting their resume and responses to the questions provided below directly to careers@peakmarket.com prior to the application deadline. Please be aware that applications submitted directly through Indeed will not be reviewed or taken into consideration



for this position. Please ensure to include the Job Title and your Name in the subject line of your emailed resume application.

Question #1: What are your salary expectations for this role?

Question #2: To which Peak of the Market Ltd.'s values do you feel you most align?

Question #3: Are you currently interviewing with other companies?

COVID-19 considerations:

You must provide proof of being fully vaccinated (fully vaccinated means: two vaccines plus the third booster.)