

JOB POSTING

Date of Posting: August 30, 2024

Date of Removal: September 6, 2024

Position: Accounting Specialist 1

Position Type: Full Time, Permanent

No. of Positions: 1



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

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

Working Conditions and Position Specifics:

- Must be physically fit to perform tasks required
- Must be able to handle weights up to 50 lbs
- Must have ability to work at various heights
- Ability to work with loud noises
- Tolerance for cool temperatures
- All staff are required to wear steel toed shoes

Shift:

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

Rate of Pay: \$21.96-\$26.41 per hour as per the Collective Agreement **Expected start date:** As soon as possible

How to Apply: Send your resume and cover letter to careers@peakmarket.com.

We thank all applicants, but only those selected for an interview will be contacted.