



Job Title: Accounting Administrator - BMH
Location: Winnipeg, MB
Position: Full-time, Permanent

About Us:

Established in 1954, Bee Maid Honey Limited is the marketing arm of the Alberta Honey Producers Co-operative Limited and the Manitoba Cooperative Honey Producers Limited. Honey produced by beekeepers in Western Canada is processed and packaged at plants in Winnipeg, MB and Spruce Grove, AB. Bee Maid not only produces premium honey but also operates retail outlets in Spruce Grove, Winnipeg, and Tisdale, SK.

Joining our team means becoming part of a company deeply rooted in Western Canada's beekeeping heritage and contributing to the success of a product that proudly bears the label, "Proudly Owned by Canadian Beekeepers".

POSITION DESCRIPTION:

Bee Maid Honey is looking to hire an **Accounting Administrator** to join our team. Reporting to the Senior Controller, the Accounting Administrator will be responsible for performing accounts receivable and accounts payable functions including processing accounts receivable payments, data entry, resolving account irregularities, ensuring accurate and timely payment of invoices.

KEY RESPONSIBILITIES:

ACCOUNTS RECEIVABLE FUNCTIONS:

PAYMENT RECEIPT AND PROCESSING

- Process customer payments including applicable deductions.
- Communicate with customers, brokers, sales department, and order desk regarding any outstanding issues.
- Ensure the strict confidentiality and privacy of the organization and customer's financial records.
- Act as back-up for Accounts Receivable Administrator.

ACCOUNTS PAYABLE FUNCTIONS:

INVOICE PROCESSING

- Receive and review incoming invoices for accuracy and completeness.
- Code and enter invoices into the accounting system.
- Ensure proper authorization and documentation for all payments.

Alberta Honey Producers Co-operative Limited
Box 3909, 70 Alberta Avenue • Spruce Grove AB T7X 3B1 • Phone: 780-962-5573

Manitoba Cooperative Honey Producers Limited
645 Black Diamond Boulevard • Winnipeg MB R2J 4M7 • Phone: 204-783-2240



PAYMENT PROCESSING

- Schedule and process payments in accordance with payment terms.
- Reconcile vendor statements and address any discrepancies.
- Coordinate with internal departments to resolve payment-related issues.

RECORDKEEPING AND REPORTING

- Maintain organized and up-to-date accounting records.
- Generate regular reports on accounting activities.
- Assist in month-end closing processes.

COMPLIANCE AND POLICIES

- Ensure compliance with company policies and relevant accounting standards.
- Stay informed about changes in regulations impacting on accounts receivable and payable.

QUALIFICATIONS:

PREFERRED EDUCATION AND EXPERIENCE

- Some post-secondary education in Accounting, Finance, or a related field.
- 2-3 years' experience as an accounts receivable and/or payable administrator or in a similar role.

ADDITIONAL KNOWLEDGE AND SKILLS (PREFERRED)

- Proficiency in accounting software and Microsoft Office Suite, and experience with Sage X3 or other ERP systems considered an asset.
- Effective communication and interpersonal skills.
- Ability to work independently and collaboratively in a team environment.
- Strong problem-solving skills with the ability to identify and resolve discrepancies in financial data.
- Capable of working independently.

HOW TO APPLY:

Our company offers a team-oriented environment and competitive compensation, benefits, and company pension. Interested candidates should submit their resume to careers@beemaid.com by **September 20, 2024**.

We thank all that apply, however only candidates selected for an interview will be contacted.

