



MANITOBA COOPERATIVE
HONEY PRODUCERS

- Est. 1938 -

Job Title: Accounting/Member Accounts Administrator - MCHP
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:

Manitoba Cooperative Honey Producers is looking to hire an **Accounting/Member Accounts Administrator** to join our team. Reporting to the Controller, the Accounting/Member Accounts Administrator will be responsible for providing financial and administrative support to ensure effective, efficient and accurate maintenance of member account transactions and general accounts receivable.

KEY RESPONSIBILITIES:

MEMBER ACCOUNTING TRAINEE:

- Enter day-to-day member account transactions and reconcile Member-related accounts monthly.
- Calculate and process payments to members and process adjustments to the member accounts.
- Maintain member files, print member statements/forms and prepare for mailing and filing.
- Liaise with membership to assist with general and account enquiries, respond to member inquiries and requests for documentation, reporting, account balances etc.
- Monitor overdue accounts and communicate with members.

ACCOUNTS RECEIVABLE:

- Assist with reconciling Daily Deposit end of day for both Winnipeg & Tisdale stores.
- Monitor customer accounts, communicate with customers to ensure account issues are reconciled and resolved.

Manitoba Cooperative Honey Producers Limited
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PROUD PRODUCERS OF BEEMAID HONEY



- Perform month-end and year-end processing.
- Prepare and distribute all month end AR reporting including Trial Balance; reconcile all related balance sheet/clearing accounts.

MISCELLANEOUS:

- Tax remittance-preparing and processing GST, PST, HET.
- Prepare audit files for pre-audit and year end audit.
- Participate in special projects as required.
- Serve as back up to Team members as necessary.
- Other duties as assigned.

QUALIFICATIONS:

PREFERRED EDUCATION AND EXPERIENCE

- Grade 12 High School Diploma (or equivalent) required.
- A minimum of 3 years of accounting and administrative experience, with an understanding of accounting processes and procedures.

ADDITIONAL KNOWLEDGE AND SKILLS (PREFERRED)

- Completion of post-secondary courses in accounting considered an asset
- Accounting/Mathematical Aptitude
- Proficient use of Microsoft Office Suite. Intermediate Excel skills are required, and experience with Sage X3 or other ERP systems would be a definite asset
- Comfortable with Virtual meeting platform (Zoom, Teams, & Skype)
- Must enjoy a varied scope of responsibilities, and have ability to multi-task
- Capable of working independently
- Customer service experience with the ability to deal with challenging situations professionally

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 27, 2024.

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

