



MANITOBA COOPERATIVE
HONEY PRODUCERS

- Est. 1938 -

Job Title: Accounting Manager, 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. 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.

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 (MCHP) is looking to hire a full-time **Accounting Manager** to join our team. Reporting to the MCHP Controller, the Accounting Manager is responsible for providing support to the MCHP Controller by examining and analyzing the accounting records of the organization. The Accounting Manager is responsible for ensuring accuracy in data and reporting, and compliance with established accounting standards and procedures. This includes but is not limited to preparing month-end, quarter-end, and year-end working files, assisting in preparing financial statements, and participating in the budget process.

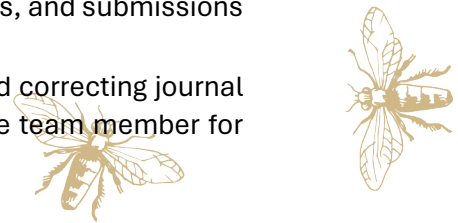
KEY RESPONSIBILITIES:

Accounting Manager Functions:

- Prepare month-end and quarter end calculations and corresponding journal and accruing entries for depreciation, FX revaluations, MTM and adjusting/correcting entries, bank loan interest and loan repayment.
- Prepare QE presentation of financial results for Board Meetings, including analysis of QE and YE results; distribute files to budget managers for comments on B to A results.
- Oversee preparation of Capital Asset files, list of additions, schedules, and submissions for funding to financiers
- Review (and initial) all monthly intercompany invoicing, recurring and correcting journal entries and accruals and bank journal entries; follow up appropriate team member for

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PROUD PRODUCERS OF BEEMAID HONEY



any missing entries; run Final Validation in X3 including follow up on any errors with appropriate individuals.

- Periodically review reconciliation schedule and follow up with appropriate team members on any GL accounts not up to date.
- Prepare month end calendar with deadlines; ensure the completion of all month end tasks by each Team member to ensure closure of ERP modules.
- Participate in interim and year end audits, assist with preparation of audit files.

Stock Maintenance & Control:

- Oversee the daily processing and month end transfer of raw honey inventory and all inter-site and inter-company transfers; ensure timely processing of month end transfer.
- Oversee the YE raw honey audit and reconciliation process.
- Manage accounting periods and ensure X3 stock sub modules are open and closed in a timely manner.
- Ensure monthly inventory reports are prepared and distributed in a timely manner.

Banking/Financing

- Approve weekly AP payments, member eft payments, manage release/approval of Wire payments, e-transfers.
- Ensure all loan activity is recorded in the loan file and journalized.
- Prepare and submit APP application and associated documents, monitor IB and NIB APP draws, repayments, and submit interest claims.

Supervision/Leadership to be Assumed at a Later Date

- This position is expected to assume the supervisory role of the MCHP Finance Team at a later date.

QUALIFICATIONS:

- Post-secondary education in accounting.
- Minimum five years of accounting experience at a senior level.
- CPA designation or nearing completion of designation.
- Knowledge of:
 - Computerized business systems.
 - Month-end, quarter-end, and year-end processes.
 - Accounting functions that support a manufacturing environment.



- Proficiency with computer software, including Microsoft Office applications, SEI report writing.
- Ability to travel occasionally.

HOW TO APPLY:

Our company offers a team-oriented environment and competitive compensation, benefits, and company pension. Interested candidates should submit their resume April 19, 2024. Join us and contribute to the success of our Finance Team!

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

