

Job Description – Finance Assistant:

General Accountability

This support position at the Canola Council of Canada is primarily responsible for processing all accounts payable, accounts receivable and payroll backup. The Finance Assistant reports to the Comptroller.

Specific Accountabilities

- Perform day to day management of all payment cycle activities
- Provide excellent and efficient administration services
- Track, process and reconcile payments and expenditures in compliance with financial policies and procedures
- Ensure correct approval, sorting, coding and matching of invoices/receipts
- Collect overdue balances as required
- Prepare and distribute weekly and monthly reports
- Reconcile ledgers with control account monthly, and reconcile inter-company balances
- Regularly tabulate data and compile necessary reports
- Continuously improve payment processes
- Maintain filing system
- Other duties as required and assigned

Technical Requirements

1. Completion of training in accounting, bookkeeping and/or computer operation.
2. Computer literacy in accounting software including MS office and Great Plains Dynamics software an asset.
3. Knowledge of basic accounting procedures.
4. Good interpersonal and organizational skills.

To apply for this position, please submit your resume to Cari Mell at mellc@canolacouncil.org.