

FARM FINANCE AND OFFICE MANAGER

Type of Position: Full-time, permanent

Incorporated in 1975, Mid-Man Farms Ltd. is a modern, quality focused family owned and operated farm. As a sustainable and progressive partner within the Southwestern Manitoba agricultural industry, its strength lies in its people who set and drive their high standards for top quality potatoes and other produce.

Reporting to the Farm Manager, Mid-Man Farms Ltd. is searching for a Farm Finance and Office Manager responsible for budgeting, financial and operational reporting along with administration and maintenance of records and information systems used to manage the farm's operations. This role is responsible to accurately manage data, records and reporting with the Farm Management Team and external organizations. The Farm Finance and Office Manager works closely within the family-owned and run operation to provide sound business advice, analysis into business decisions and stable office management for current and ongoing farm success. This role is not remote and requires a full-time presence on-site.

Key Duties and Responsibilities

Planning and Performance

- Participate in financial strategic and operational planning under the direction of the Farm Manager.
- Ensure accurate data collection and reporting to meet program requirements for but not limited to the On-Farm Food Safety Program.
- Support implementation and evaluation of plans, policies, and procedures.
- Propose and report on key performance indicators (KPI's) which measure financial and operational performance.
- Identify and discuss ways to foster continuous improvement through the review of processes, use of technology and pursuit of opportunities to advance Mid-Man's performance and market position.

Financial Operations

- In collaboration with the Bookkeeper, manage financial records and operations including but not limited to receivables, payables, payroll, analysis and reporting.
- Provide support to develop and manage the annual operating budget and accounting functions.
- Prepare timely and accurate financial statements and reports per the reporting schedule for the Farm Management Team and relevant partners including but not limited to Keystone Potato Producers Association and Manitoba Agricultural Services Corporation (MASC).
- Review and assess accounting and financial records, policies and systems to ensure accuracy and compliance with established accounting standards, procedures and controls.
- Proactively research and provide credible and defensible input and analysis on potential and/or existing revenue streams along with expense trends and profit projections.
- Monitor market pricing for farm materials, supplies and related equipment to inform purchasing decisions for review with the Operational Lead and Farm Manager.

Administration

- Manage the farm office including but not limited to organizing correspondence, responding and redirecting inquiries, and other general administrative functions.

MNP LLP

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- Oversee and maintain data management systems used for financial and farm operations including but not limited to field records in Trimble and use of QuickBooks Online (QBO).
- Produce correspondence as required.

People and Relationship Management

- Support the overall Farm Team development through mentorship, training and guidance on financial operations and reporting.
- Demonstrate respect and a tactful approach when problem solving with the Farm Management Team including presentation of recommendations and defensible analysis with clarity and confidence.
- Support other members of the close-knit farm operation through a commitment to teamwork and collective buy-in to individual and ongoing farm success.
- Develop and maintain productive, trusting, and respectful relationships with agricultural and financial associations including but not limited to members of the potato growers association(s), government and regulatory authorities, financial institutions, insurers and agriculture sector service and material providers.

Duties and responsibilities include but are not limited to the above as assigned by the Farm Manager.

Skills and Qualifications

Knowledge, Skills, and Abilities

- Good knowledge and understanding of agricultural operations, accounting, finances and/or practices.
- Ability to identify opportunities for improvement in data and financial management, processes, reports and documents.
- Proven ability to remain current in market dynamics for agricultural commodities and materials and identify competitive pricing and financing opportunities.
- Use of confident and defensible judgment, decision-making and problem-solving abilities.
- Ability to identify and provide input into business opportunities.
- Demonstrated strength in fostering collaborative communication, relationships and comfortable with the dynamics of working within a tight knit family owned and operated business.
- Ability to establish trusting, strong and respectful working relationships within Mid-Man Farms Ltd. and when representing Mid-Man Farms Ltd. externally.
- A practiced ability to remain calm and composed during busy or challenging times and 'weather out the storm'.
- Strong oral and written communications skills.
- Demonstrated ability to use software applications such as but not limited to MS products, QuickBooks Online, and Trimble software.

Experience and Education Requirements

- A post-secondary degree or diploma within agriculture, finance or a related field plus two (2) – five (5) years of relevant work experience, including but not limited to progressive responsibility within finance and/or accounting as well as general operational support.
- An equivalent combination of relevant post-secondary education, training and substantial experience will be considered.
- Demonstrated experience working within a family owned and operated agricultural operation is required.
- A commitment to work within the agricultural sector within Southwestern Manitoba is required.

Other Requirements

- Valid Class five (5) Driver's License.
- Must review and follow all policies and procedures.
- Willing to participate in ongoing training / mentorship through the initial full business cycle.
- Ability to undergo an appropriate criminal records review, credit and police record check successfully and periodically is required.

Salary and Benefits Information

- Competitive salary
- Comprehensive Benefits package including:
 - Group Benefits / Group Spending Account

All interested applicants are encouraged to submit a cover letter and resume outlining how you meet these qualifications to the c/o: MNP at applyvia@mnpc.ca. Please direct any technical difficulties with submission of your application to the same email.

Closing Date: Until filled.

Applications are assessed against the qualifications as they are received therefore early application is recommended.

Applications will only be considered from those eligible to work in Canada. All applicants who require a work permit or sponsorship for employment in Canada will not be considered.

Candidates who meet the above criteria will be contacted for an interview. Proof of certifications will be required prior to employment.