



Valleyview

Employment Opportunity

Accountant/Office Manager

Valleyview Co-op is hiring a full-time **ACCOUNTANT/OFFICE MANAGER** at our **ADMINISTRATION OFFICE** in **VIRDEN, MB.**

Who we are:

Co-op does business differently. As a co-operative, we believe in working together to serve Western Canadians, delivering profits back to our communities and investing in sustainable growth. Valleyview Co-op operates in the communities of Virden, Melita, Pierson, Reston, Oak Lake, Kenton, and Oak River. Valleyview Co-op operates in a variety of commodities such as food, petroleum, gas bar/convenience stores, liquor, farm hardware, livestock feed and animal health products, agricultural inputs, and farm equipment. Our team members receive competitive salaries, a comprehensive benefits package, and an employer-contributed pension plan. We encourage our team members to take advantage of learning opportunities, to grow and develop and to foster a culture of teamwork and innovation. To learn more about who we are, how we fit together with other Co-operators across Western Canada and how you can help bring our brand to life, visit us at www.valleyviewco-op.crs

What you'll do:

Assist the Finance Manager in the coordination and preparation of internal financial reporting documents. Lead the inventory process and margin evaluation. Analyze and provide guidance to the retail on receiving book maintenance. In conjunction with the Finance Manager, lead the administrative team to efficiently support retail in accounting practices and established policies and procedures.

Who you are:

You are looking for a career in Finance and have:

- A post-secondary diploma/degree in Commerce or Business Administration with an accounting major, or a two-year Business Administration diploma with an accounting major
- 6+ years of relevant experience including 1+ years at a supervisory level.
- CPA designation or working to complete considered an asset.
- Proven leadership experience with excellent communication and interpersonal skills
- The following essential competencies:
 - Financial Acumen – Interpreting and applying understanding of key financial indicators to make better business decisions
 - Optimizes work processes – Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement.
 - Manages Complexity – Making sense of complex, high quality, and sometimes contradictory information to effectively solve problems.

At Co-op, we embrace diversity and inclusion, and we're working to create a workplace that is as diverse as the communities we serve. We support and provide an environment that allows all to bring their whole selves to work.

Interested candidates may apply on the Valleyview Co-op's Job Board at www.tinyurl.com/JobBoardv by **February 24, 2022**