

Accounting Administrator-Summer



Zeghers Canada is currently recruiting for a Summer position - Accounting Admin to join their team located in Holland, Manitoba. Holland is located on Highway #2 and is a scenic 90 minute drive from Winnipeg, or just over one hour from Brandon.

Working under the direction of the Manager, Accounting and Administration, the Accounting Admin is responsible for:

- Receiving, verifying accuracy of and processing accounts payable invoices.
- Validating, coding, and processing cheques, invoices and other statements; ensuring accuracy of calculations, appropriate supporting documentation and appropriate authorizations.
- Updating and maintaining accounting journals, ledgers and other records detailing financial business transactions; entering data into computer system using defined computer programs.
- Verifying and entering expenses submitted by employees.
- Completing and compiling BOL, Proforma, Blind BOL, Aphis, Analysis Certificate, and Free Trade Certificate of Origin.
- Assisting with the E-mail Bill of Lading & Invoice to Buyer for each load shipped in a timely matter.
- Booking shipments with carriers and ensuring delivery timelines are met.
- Answering customers' general inquiries, directing calls as appropriate and recording detailed and accurate messages.
- Performing routine administrative activities including coordination of inbound and outbound mail, typing of correspondence or notes, photocopying and faxing information, coordinating couriers, filing, and maintaining office supplies.

Please apply by emailing your resume by March 1, 2023.

Zeghers Canada is a Pedigreed Seed dealer and Exporter of specialty crops. Specializing in Flax, Mustard, Rye, Triticale, Peas, Canary, Damaged Canola, Millets and others!

We thank all applicants; however only those selected for further consideration will be contacted.

Job Type: Seasonal

Contract length: 4 months