

AGRIS Co-operative Head Office – Parental Leave Contract Administrative Position

AGRIS Co-operative Ltd. is a dynamic and successful farmer owned co-operative that prides itself on providing quality agronomic and grain marketing solutions for our customers/owners. We are a leader in precision farming technology, seed, agronomy and petroleum services. We have an opening in our administrative and accounting group for contract position to cover a parental leave for approximately 12 to 15 months at our Chatham head office.

DUTIES AND RESPONSIBILITIES:

- Processing of accounts payable entries, including review of all invoices for appropriate documentation and approval
- Reconcile vendor statements monthly, research and correct discrepancies
- Receipting of goods received at branch locations based on submitted documentation
- Follow up with branch locations to ensure all invoices are appropriately approved and coded as well as following up on inventory receipt discrepancies
- Supporting branch and office staff with other accounting tasks as applicable and assigned
- Performing reception, switchboard and other general administrative duties
- Representing the company in a professional manner at all times

PREFERRED QUALIFICATIONS:

- One to three years' experience in an administrative position, preferably accounts payable
- Post-secondary studies in business administration, accounting or finance an asset
- Knowledge of and experience with Microsoft Office (Word, Excel, PowerPoint, Outlook) is required
- Strong organizational skills and demonstrated attention to detail
- Ability to work independently and as part of a team
- Ability to learn quickly and be flexible and adaptable
- Strong work ethic and excellent time management skills
- Agricultural industry experience an asset

Please forward your resume in confidence by February 18, 2019 to:

AGRIS Co-operative HR at humanresources@agris.coop

AGRIS Co-operative Ltd. is an equal opportunity employer.

We thank all those who apply however only applicants selected for an interview will be notified.