

Office Manager & Bookkeeper Temporary Job Posting Mid June 2017 – Dec 31 2017

- Purpose:** This job posting is to fill a temporary position to cover for an employee taking Maternity Leave.
- Description:** This position encompasses overseeing all administrative and bookkeeping duties for a group of 4 farms. The four farms vary in their operations and needs and consist of an Agri-Tourism operation, Greenhouse, Poultry Farm and Berry Farm. Duties vary depending on the season however common duties are as follows: Payroll (75+ employees), A/R, A/P, Reconciling bank and credit card statements, GST & PST Remittances, Payroll Remittances, management of group health plan, management of Seasonal Agricultural Worker Program, and in the fall you will assist with booking field trips, answering phones, responding to general emails, and ordering product/supplies.
- Skills:** Must be able to multi task and work independently. Must be well organized and have excellent time management. Must be able to work in a fast paced and dynamic environment, and exhibit flexibility in adapting to changes. Being familiar with the S.A.W.P would be considered an asset.
- Education:** Hold a Bookkeeping for Small Business Certificate or have 5+ years experience
Must have completed Grade 12
Familiar with Quickbooks
- Remuneration:** This job will be an average of 40 hrs per week from Mid June -Dec 31 2017. Rate of pay is \$20.00/hr. This position will not be eligible for any additional benefits.
- Submission:** Please submit a resume and cover letter to joslin@tavesfamilyfarms.com or fax to 1.888.345.8972. Closing date for applications being received is June 4 2017. Only successful applicants will be contacted for an interview.