
KAWARTHA ETHANOL INC.

6830 HWY #7, Havelock, Ontario, K0L 1Z0

Kawartha Ethanol Inc. is a state-of-the-art alcohol production facility located in Havelock Ontario. We currently have the opportunity for the following position.

Accounting Support

Reporting to the Accounting Manager, this person will provide day to day support to ensure the accuracy and integrity of financial statement data while working closely with operations staff and other team members. This person will record, verify and analyze detailed accounting information used to prepare financial statements. The successful candidate will be someone who takes initiative, wants to learn and grow, and will thrive in a quick paced environment. A proven ability to stay highly organized, interact and communicate at a superior level with a variety of personalities, and the ability to anticipate and respond to urgent items will be essential to this position.

The job duties include:

- Review accounts payable invoices for accuracy as per items received and the purchase order; approve and enter accordingly
- Issue customer invoices based on orders received and fulfilled
- Resolve issues related to processing accounts payable invoices, purchase orders, receipts, vendor statements etc.
- Receive orders/courier packages and distribute
- Reception support (phones, directing people who arrive at the office, etc)
- Assist in responding to audit inquiries as required
- Bi-weekly payroll preparation
- Other duties as required (including but not limited to accounting and general office tasks)

Desired Skills and Experience:

- Experience of at least 3 years of relevant accounting work
- Post-secondary diploma or degree in Accounting
- Actively working towards a professional accounting designation
- Proficiency with Microsoft Office (specifically Excel)
- Exceptional communication skills via email, phone and in person
- Excellent organization and time management skills
- Strong work ethic with the ability to excel in a fast paced, time sensitive environment
- Excellent follow through skills and the proven ability to take initiative
- Prior knowledge of Sage 300 (accounting software) is a benefit

Kawartha Ethanol offers a positive work environment, competitive wages & a comprehensive benefits package.

If you are interested in pursuing this opportunity, please email your **Resume & Cover Letter** stating the **Position** and your **Salary Expectations** in confidence to:

Info@kawarthaethanol.ca (no phone calls please)

We thank all who apply, but only those applicants selected for an interview will be contacted.

KEI welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.