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CanWest DHI is a 175 employee organization, providing innovative dairy herd management services to 4,000 dairy farm customers throughout Ontario and Western Canada. We are currently seeking candidates for the position of:

Accounting Technician

Due to a retirement, CanWest DHI has an opening for an Accounting Technician. This position will report to the Accountant and will be located in the Guelph Ontario office. We require a hands-on, highly motivated and educated individual with at least three years' experience in full cycle bookkeeping, accounting and finance-related work along with the ability to deliver effective and efficient accounting strategies.

Responsibilities:

- Assist in the day-to-day full cycle accounting process, complete account reconciliations and follow month/quarter/year end procedures.
- Timely input and processing of payable, receivable and invoicing transactions.
- Maintain Fixed Asset listing in a timely manner for acquisitions, disposals and forecasts.
- Facilities management accounting, tenant leases and common cost calculations.
- Timely recording of monthly journal entries and preparation of bank reconciliations.
- Recording of intercompany transactions to ensure proper revenue and cost allocation.
- Maintain all necessary files and provide support for annual external audit.
- Assist in preparation of forecasts and ad hoc reports for management as required.
- Ensure accuracy and integrity of all financial data events and reporting systems.

Qualifications:

- Minimum 3 years of current work experience in full cycle accounting.
- College diploma or University degree specializing in Accounting/Finance.
- Team oriented with an excellent work ethic and ability to maintain strict confidentiality.
- Self-starter, efficient, organized and flexible attitude and approach to business solutions.
- Willingness to learn current and new systems with a commitment to complete reports by the due date (month/quarter/year-end closing).
- Excellent demonstrated computer skills (Excel, PowerPoint, Word).
- Experience with Microsoft NAV is an asset.
- Strict attention to detail and ability to prioritize while working on numerous activities.
- Excellent verbal and written communication skills.
- Knowledge of Canadian dairy industry is not required but would be helpful.

We offer a competitive salary and benefits package along with a stimulating work environment.

Please submit a cover letter and resumé with an email subject line '**Accounting Technician**' to careers@canwestdhi.com

CanWest DHI is an equal opportunity employer. AODA accommodation for candidates is available on request. Please note that only those selected for an interview will be contacted. NO PHONE CALLS. NO AGENCIES PLEASE.