
Accounting Technician

Vanco Farms Ltd. specializes in growing specialty potatoes, organic potatoes, premium cut tulips, and tulip bulbs. The farm is family owned and operated, and we proudly grow our products in the signature red soil of Prince Edward Island.

Position Summary

The Accounting Technician will be a member of the administrative team at our main office in Mount Albion, PE. This individual will handle the day to day accounting functions for Vanco Farms as well as liase with management and 3rd parties on monthly and annual financial reporting.

Position Responsibilities

- Perform daily accounting functions including processing journal entries, importing and processing transactions
- Review, maintain and process accounts receivable and payable functions
- Prepare, review and reconcile bank account as well as other control accounts on a continual basis
- Prepare, review and maintain monthly, quarterly and annual reports for management and 3rd parties
- Maintain financial records and filing system
- Other related duties as required

Skills and Abilities

- Knowledge of fundamental accounting principles and practices
- Experience working in a computerize accounting environment, specifically Sage Simply software as well as extensive experience with spreadsheet software
- Strong verbal and written communication skills
- Highly analytical and detail oriented
- Excellent organizational skills and ability to multi-task
- Self-starter, resourceful, process and control oriented
- Minimum of 2 years' experience in full cycle account and record keeping

We are offering a competitive salary and benefits, position is Monday through Friday 8:00 am to 5:00 pm.

Interested applicants can forward their resumes to the attention of Jonathan Mosher, Human Resources Manager – jonathan@vancofarms.com or drop them off in person to 9311 Trans Canada Highway, Mount Albion, PE