



COMPANY PROFILE: The Stirling Creamery is a world class food manufacturer that is on a mission. The mission is to Enrich Lives. With over 86 years in the industry, The Stirling Creamery is proud to give back to our employees, communities and neighbors. We are proud of the tradition of innovative partnerships to help employees and partners lead better lives. We manufacturer and supply Canada's premier food companies with value-added, innovative butter products. Our mission to Enrich Lives is recognized globally. Our quality work environment gives you the tools you need to succeed.

Are you looking for a full time position as an Accounting Office Manager? The Stirling Creamery is currently seeking a highly motivated results oriented **Accounting Office Manager** with experience in food manufacturing and accounting.

LOCATION: STIRLING ONTARIO

POSITION HOURS: FULL –TIME WORKING GENERAL OFFICE HOURS AS REQUIRED

ACCOUNTING OFFICE MANAGER

The Accounting Office Manager will be responsible for working within the accounting system completing general ledgers, accounts payable/accounts receivable, financial reporting, chart of accounts, and performing other general accounting functions. Additional responsibilities include record keeping and general office duties. The **Accounting Office Manager** will also be responsible for assisting in the management of the business, as it relates to corporate and company strategy. The **Accounting Office Manager** is also responsible for assisting office staff/sales staff with general inquiries on accounts and performing general office functions.

Accounting/Management Job Responsibilities:

1. Accounting knowledge and understanding of journal entries, financial reports/preparation, and regulatory reports is required.
2. Strong background in A/R and A/P work.
3. Perform inventory management using designated accounting software.
4. Complete inventory reconciliations and communicate with plant staff as required.
5. Ability to understanding/complete the general ledger, and chart of accounts, as well as preparing daily bank deposits, and completing any accounting entries.
6. Report financial results to the DoCO and others as required.
7. Prepare financial reports daily, weekly, quarterly, and annually as needed.
8. Fill out or assist in submission of regulatory reports to external agencies
9. Assist with budgets and annual planning
10. Assist Sales Coordinator with reporting and tracking of financial/sales data.

Office Management/Administration Job Responsibilities:

1. Manage; provide direction, training, and general supervision of office staff.
2. Complete general office administration including assisting office/sales staff with general

- inquires, ordering of supplies as needed ect.
3. Ensure that data entry tasks for various items such as cream receipts, daily production, etc. are entered.
 4. Maintain an organized filing system that can be easily understood, and ensure that others maintain this organization.
 5. Create or assist with creation of documents, labels, and reports
 6. Continually be involved in the improvement of office processes in order to improve efficiency.
 7. Ensure that information is collected to maintain accurate reports.
 8. Assist with answering phone calls, attending to walk-in customers, and cover the Administrative Assistant during vacation, etc.

Education Requirements:

- Degree/Diploma in Accounting or related field with 3-5-years of accounting experience is preferred and 2-5 years of Office Management experience is required.
- Background in accounting software is required
- Background in Office Management is required
- Experience in food service or manufacturing industry is strongly preferred.

Send resumes to resumesstirling@yahoo.com