



External Posting: February 21, 2017

JOB TITLE: Accounting Assistant

DEPARTMENT: Finance

Location: Bracebridge, Brewery

Job Type: Full-Time

Centered in the heart of Muskoka, and most recently being recognized as one of Canada's 10 Most Admired Corporate Cultures for 2016, Muskoka Brewery is a caring and open-minded Ontario Craft Brewery. Now in our 20th year, our authentic grassroots culture is inspired by the natural wonder that is our backyard. Our brands have been recognized as Canada's top beer brands amongst the craft brewing industry. We have resolve: we work hard and are unwavering in our beliefs. The connection to each other and to this place that we share has made us strong and determined. We are passionate about our beer and we will make our mark. We are Muskoka Brewery!

Reporting to the Finance Manager, as the Accounting Administrator, you will be part of a dynamic team that values collaboration and continuous learning. You pride yourself on bringing energy to everything you do, with accuracy and efficiency. This is a full-time position.

JOB OUTLINE

Perform standard accounting functions including daily journal entries, daily accounts payable processing, supplier payments and reconciliations, cash sales and disbursements, e-store sales, monthly expense claims, credit card reconciliations, production and excise reports etc.

Assist with the month-end and year-end closing activities.

Assist with special accounting projects, reports, and ad hoc requests as required by the manager and intermediate clerk.

Protects organization's value by keeping information confidential.

Updates job knowledge by participating in educational and training opportunities.

QUALIFICATIONS

Accounting experience within a manufacturing environment accompanied by an accounting (or business) diploma.

You are working toward a recognized accounting designation and are excited to get your career on track with a junior accounting role.

You easily and quickly become 'a part of a team', have a positive personality and are driven by wanting to contribute to the Brewery's success.

You are a computer whiz - MS Office suite of programs, specifically advanced Excel skills, and you have experience with accounting software program. Experience with MS Dynamics NAV is an asset

You are accurate and efficient when it comes to data entry and you can work effectively under deadlines organizing multiple projects

You are a proactive contributor to the team

You have a natural curiosity to learn new things

You pride yourself on your advanced customer service skills, and your ability to change gears quickly without skipping a beat

Our ideal candidate has a passion for our culture, our brand and being an active member of our team.

Please note: only those shortlisted will be contacted. Muskoka Brewery is an equal opportunity employer encouraging diversity in the workplace. All qualified applicants will receive consideration for employment without regard to race, color, national origin, gender (including pregnancy), age, religion, disability, sexual orientation, or veteran status, or any other status or characteristic protected by law. If you require assistance or a reasonable accommodation in completing the application materials or any aspect of the application process, please contact Human Resources

Thank you for your interest.