

ProSoils

Position: Bookkeeper

Location: Rose Valley, Saskatchewan

Term: Permanent & Full-time

About ProSoils

ProSoils is a family-owned independent ag retailer of crop input products and services in central and eastern Saskatchewan. Our ag retail operations were founded in 2013 based on the deep passion and connection we have to the agricultural industry through our multi-generational family farming operation. Our business philosophy is to provide great products and exceptional service to our customers by building a business relationship that is centred around the needs of our customers' farms and their business goals. Our first-hand connection to farming, keeps us keenly aware of the realities and opportunities of crop production in western Canada. Our team is passionate, energetic, and enthusiastic about agriculture. Our ag retail operations are located in Saskatchewan near the communities of Rose Valley, Lipton, Porcupine Plain, Langbank, Wawota, and Maryfield.

The Bookkeeper Position

The Bookkeeper position plays an important role in the day-to day management of ProSoils' ag retail operations. Key roles and responsibilities include:

- Oversee general administration requirements
- Overseeing and administering accounts payable
- Receiving and allocating accounts receivable
- Receiving manufacturer rebates and allocating them appropriately
- Administer company benefits and pension programs.
- Assist with monthly and annual financial reporting.
- Prepare GST/PST remittances
- Oversee chart of accounts
- Daily reconciliation of banking
- Capital asset entries
- Assist with customer service as required

Skills Required

- Financial and accounting experience/designation
- Excellent organizational skills
- Excellent attention to detail
- Time Management Skills
- A positive attitude
- Enjoy working in a collaborative environment
- The ability to use Microsoft Office applications
- Experience in Tronix or in utilizing other financial management software

Compensation and Benefits

A competitive salary/wage, employee pension and benefits, and all office and professional equipment required to do your job will be provided to you.

For further information and to submit a cover letter and resume please contact:

Patty Smith

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