

Finance officer

Fresh Market Foods is a growing retail business dedicated to delivering exceptional service and high-quality products to our valued customers. We are seeking a meticulous and dependable Finance Officer for our Order Desk to oversee cash operations and maintain precise financial records. This role supports daily financial operations, recordkeeping, and accounting administration within a retail environment. If you possess strong numerical skills and excel in a dynamic, fast-paced retail environment, we invite you to join our team.

Responsibilities:

- Maintain complete accounting records in QuickBooks by recording, posting, and reconciling daily financial transactions, including sales, cash receipts, bank deposits, and electronic payments, ensuring accuracy and completeness of all accounts.
- Reconcile and balance cash tills, self-checkout terminals, lottery, gift cards, ATM transactions, and other point-of-sale systems as part of daily bookkeeping and financial control procedures.
- Prepare, organize, and process bank deposits, ensuring all cash, cheques, and electronic funds transfers are accurately documented and recorded in accounting systems.
- Reconcile accounts on a regular basis by identifying, investigating, and resolving discrepancies in financial records, cash balances, and sales transactions
- Maintain and update accounting records in QuickBooks, ensuring compliance with internal controls, financial policies, and audit requirements.
- Support accounts payable functions by reviewing, coding, and entering supplier invoices into QuickBooks, and assisting with payment processing and vendor account reconciliations.
- Support accounts receivable functions by recording customer payments, reconciling customer accounts, and monitoring outstanding balances.

- Prepare, verify, and maintain records related to Nutrition North Canada (NNC) subsidy reporting, ensuring accuracy, completeness, and compliance with program requirements.
- Verify and review financial and administrative documents to ensure accuracy, completeness, and compliance with established accounting procedures.
- Maintain organized, confidential financial records, ensuring proper filing, retention, and accessibility in accordance with company policies and audit standards.
- Provide bookkeeping and accounting support, including data entry, record maintenance, and preparation of financial documentation and correspondence.
- Respond to internal and external inquiries related to financial records, invoices, payments, and accounting transactions in a timely and professional manner.
- Assist with periodic reconciliations and financial reporting activities, including preparation of supporting documentation for internal accounting purposes.

Qualifications and Skills:

- Completion of secondary school is required; post-secondary education in accounting, bookkeeping, or a related field is considered an asset.
- Previous experience in bookkeeping, accounting, cash reconciliation, accounts payable, accounts receivable, or financial administration is preferred.
- Satisfactory criminal record check required.
- Strong attention to detail and accuracy in maintaining financial records and processing transactions.
- Proficiency in computerized accounting systems, point-of-sale systems, Microsoft Excel, and other office software applications.
- Excellent organizational and time-management skills, with the ability to manage multiple priorities and meet deadlines.
- Strong mathematical, analytical, and problem-solving skills.

- Ability to prepare, review, and verify financial and administrative documentation with a high degree of accuracy.
- Ability to handle confidential financial information with discretion and maintain strict confidentiality.
- Effective written and verbal communication skills and the ability to work collaboratively with management, vendors, and internal stakeholders.
- Ability to work independently with minimal supervision while maintaining accuracy and productivity.
- Flexibility to work early morning shifts (starting at 7:30 a.m.) and occasional Saturdays as required.

Language of Work: Proficiency in English required; French is considered an asset.

Terms of Employment: Permanent Full-time (40 hours/week)

Positions: 1

Benefits: After completing the 3-month probationary period, employees are enrolled in our Group Benefits, which include Medical & Dental Benefits, Long Term Disability, Employee Assistance Program, Maple Program and access to our staff only gym. Additionally, employees receive a 10% discount at Fresh Market Foods and a 20% discount at Your Dollar Store with More. After 1 year of employment, employees are eligible to enroll in our Group RRSP program.

Location of Work: 48 Front Street and 79 Queen Street in Sioux Lookout, ON

Closing Date: Open Until Filled

Hourly Rate: \$25.53 – \$28.00 per/hour (depending on experience)

Start Date: ASAP

Transportation: Fresh Market Foods will cover a one-time round-trip travel cost for the successful candidate to our location and back to their permanent residence at the end of the work period. (This does not include the cost for a full trailer move (household goods, trailers, or large personal belongings etc.).

Housing: Below-market value employee housing may be available, subject to availability.

Submit your resume to: Liz Ward, Human Resources Manager

Email: jobs@freshmarketfoods.ca

Fresh Market Foods is an equal opportunity employer. We encourage all interested applicants to apply. Reasonable accommodation will be provided during the hiring process.