
Company Description

The Ontario Greenhouse Vegetable Growers (OGVG) has an immediate need for an **Accounting & Administrative Coordinator**. OGVG is a not-for-profit organization representing Ontario's 200 plus growers of greenhouse tomatoes, peppers and cucumbers. Established in 1967, we have the authority to set and enforce regulations providing for the control of production and marketing of greenhouse vegetables. We also conduct research, market promotion and advocate on behalf of our members. As we continue to grow, we are looking for someone who enjoys a hands-on job in a fast-paced, team-oriented environment.

Job Description

Reporting to the General Manager, the Accounting & Administrative Coordinator provides support to the GM, Operations & Compliances Manager, Controller and other OGVG personnel as required. Some of the tasks that make up the job description of the individual in this position include but are not limited to:

- Enters accounting, membership, and other data into a computer system using defined and specialized computer programs
- Performs accounting and administrative roles such as receiving mail, processing cheques, organizing financial records, coding documents, as well as reconciling and filing records for members, payables, and external service providers
- Maintains and provides support for all databases as it relates to members' profiles through a customized membership relationship management program
- Verifying the accuracy of supplier invoices and other accounting documents or records
- Organizing and maintaining daily office activities
- Routine activities may involve filing, organizing appointments, faxing, handling daily office scheduling, supporting visitors and responding to phone calls
- Providing support to other personnel in the office as required
- Update and maintain accounting journals, ledgers and other records detailing financial business transactions (e.g., disbursements, expense forms, receipts, accounts payable)
- Provide support by arranging travel and accommodations for the organization
- Contribute to a positive overall office dynamic

Qualifications

Knowledge, skills and abilities for the position of an Accounting Administrative Coordinator will include at a minimum the following abilities:

- Ability to work with minimal supervision
- Strong oral communication and interpersonal skills
- College diploma from a 2 year accounting/office management program as well as three years related experience
- Self-starter with strong work ethics
- Display proficiency in finding resolutions to problems
- Possess above average computer skills including Microsoft Office and Sage Accounting Software
- Proficiency in spelling and English grammar

Additional Information

The ideal candidate will possess:

- strong collaboration, facilitation and teambuilding skills to foster effective partnerships and integrated networks within the value chain and stakeholder groups
- a Valid “G” driver’s license and vehicle
- the ability and willingness to travel as required
- the ability and willingness to work overtime on specific projects when required
- the ability to perform other duties or tasks as required

Interested candidates should forward their cover letter and resume with subject line Accounting Administrative Coordinator to careers@ogvg.com no later than Friday October 27, 2017 at 5:00 pm.

Ontario Greenhouse Vegetable Growers (OGVG) thanks all applicants for their interest, however only those selected for an interview will be contacted. OGVG encourages applications from all qualified candidates. When requested, OGVG will accommodate people with disabilities at all stages of the recruitment, assessment and hiring process.

