



Burgessville Grain & Feed Inc.

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**BURGESSVILLE
GRAIN & FEED INC.**

Accountant and Administration

Burgessville Grain & Feed Inc. is a growing business with an established clientele. We are a locally owned and operated feed mill and provide Ontario swine, ruminant, and cattle producers with commodities, grains, and feed ingredients.

We are currently hiring for an accounting and office administrator position! The primary focus of this role is to manage the accounting and administration duties in the office. This is a full-time position.

Responsibilities and Duties

- General office duties such as sorting driver paperwork, answering phones, handling customer orders, taking messages, assisting walk-in customers, job postings, and ordering supplies.
- Process all related government remittances, payroll, new employee set-up, and account reconciliations.
- Responsible for all accounting, grain accounting, accounts receivable, and accounts payable posting.
- Responsible for working with accountant on month-end and year-end duties.

Requirements

- Accounting diploma and experience is required.
- Experience working with Quick Books or similar accounting system.
- Individual must be energetic, customer-service orientated, and be able to work in a fast-paced environment.

Additional Details

- Hours: Monday till Friday; 8 AM till 5 PM with a minimum of 40 hours per week.
- Compensation to be determined based on experience.
- Benefits available with immediate start date.

To Apply

Please email cover letter and resume to accounting@bgfinc.ca or call 519-424-2147 for more information.