



## ACCOUNTING CLERK

Acadian Timber is a leading supplier of primary forest products in Eastern Canada and the Northeastern United States with approximately 2.4 million acres of land under management in New Brunswick and Maine. As one of the largest timberland operators in New Brunswick and Maine, Acadian has a strong track record of success and adheres to the highest standards of safety and environmental stewardship. Acadian's business strategy is to maximize cash flows from its existing timberland assets while growing the business by acquiring assets on a value basis and utilizing an operations-oriented approach to drive improved performance.

Acadian Timber has an immediate need within our Accounting Group based in Edmundston, New Brunswick. Discover and develop your potential in a fast paced, challenging position that delivers superior service to internal and external stakeholders. This position will play a key role of support in the accounting department.

### **Accountabilities:**

Reporting to the Financial Analyst the successful candidate is accountable for:

- Completing data entries of accounts payable invoices and expenses in a timely manner.
- Review invoiced rates to ensure conformity with contractor and supplier contracts.
- Coordinating with departments to ensure receipt of documentation with proper approvals and coding.
- Reconcile processed work by verifying entries.
- Researching and resolving vendor inquiries as needed.
- Maintain and prepare A/P reports monthly and when requested.
- Preparing and executing weekly cheque runs and EFT payments for our NB and Maine operations.
- Send payment remittances and cheques to contractors and suppliers on a weekly basis.
- Match weekly vendor remittances with paid invoices.
- Maintaining an orderly and accurate physical and digital filing system for accounting.
- Review monthly contractor and supplier statements to ensure that all invoices have been received.
- Support the accounting department in various tasks.

### **Qualifications:**

The preferred candidate will:

- Hold a high school diploma (experience or studies in accounting are an asset).
- Demonstrate competency of basic accounting principles.
- Strong computer skills with knowledge of Microsoft Office, mainly Excel and Outlook
- Possess proficient bilingual (English/French) verbal and written communication skills.
- Capable of multi-tasking.
- Ability to work as a team member and willing to learn.
- Identify and manage priorities in fast paced environment to meet specific deadlines.
- Possess great problem-solving ability.
- Well organized and strong attention to accuracy and detail.
- Be capable of providing a clear criminal record verification.

Applicants are requested to submit their resume and cover letter, in strict confidence, by January 31<sup>st</sup>, 2021.

Email: [hr@acadiantimber.com](mailto:hr@acadiantimber.com)

While only those selected for an interview will be contacted, we thank all applicants for their interest.

[www.acadiantimber.com](http://www.acadiantimber.com)