



ACCOUNTING CLERK

Acadian Timber (TSX:ADN) is seeking an Accounting Clerk to join our corporate finance group based in Edmundston, New Brunswick.

Acadian Timber is one of the largest timberland owners in Eastern Canada and the Northeastern U.S. and has a total of approximately 2.4 million acres of land under management. Acadian owns and manages approximately 761,000 acres of freehold timberlands in New Brunswick, approximately 300,000 acres of freehold timberlands in Maine and provides timber services relating to approximately 1.3 million acres of Crown licensed timberlands in New Brunswick.

The corporate finance group supports all the public company reporting requirements for the company as well as the operations in New-Brunswick and in Maine (USA).

Responsibilities:

Reporting to the Manager of Finance & Business Support, the successful candidate is responsible for:

- Monitoring, tracking, and entering data related to wood transportation tickets.
- Sorting and distributing tickets, invoices, and reports.
- Verifying, balancing, and correcting data related to ticket information for the data entry process.
- Reconciling the accounts receivable balances.
- Building and maintaining relationships with contractors and customers.
- Assisting with other miscellaneous accounting and finance duties, as required.

Qualifications:

The preferred candidate will:

- Demonstrate competency in Microsoft Excel and working with spreadsheets.
- Have relevant experience in administration or accounting.
- Possess English communication skills.
- Have the ability to multi-task and manage priorities in a fast-paced environment.
- Be flexible and a reliable team player.
- Maintain a high level of attention to accuracy and detail.

Additional qualifications considered an asset:

- Bilingualism
- Technical certificate in administration, accounting, or office administration.

Applicants are requested to submit their resume and cover letter, in strict confidence, by July 16, 2021.

Email: hr@acadiantimber.com

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

www.acadiantimber.com