

Bookkeeper and Administrative Assistant

La Siembra Co-operative is a fair trade, worker-owned co-operative, which seeks to promote a new model of trading partnerships guided by the principles of fair trade. Incorporated in 1999, La Siembra is one of the first companies to import, manufacture and distribute Fair Trade and organic certified sugar and cocoa products in North America and has since branched out into Fair Trade and organic certified coffee, candy bars and baking products. La Siembra's Camino® lines of consumer products are sold in over 3000 retail outlets across Canada.

Main tasks and responsibilities

Accounting and Financial reporting:

- Input all accounting data into our accounting system
- Verify data integrity of accounting data
- Reconcile bank accounts
- Timely cheque entry and deposit preparation
- Work closely with the teams to ensure all financial transactions are accounted for
- Prepare monthly closing transactions and journal entries for monthly financial reporting
- Digital scanning, filing and record keeping of all financial and administrative documents

Accounts payable:

- Ensure timely and accurate payment of invoices
- Maintain a clear picture of short-term cash flow position
- Reconcile monthly and recurring electronic payments to suppliers
- Liaise with other teams to ensure all credits or monies owing are accurate and recorded

Accounts Receivable:

- Update and monitor customer accounts, credit information and payment terms
- Ensure accuracy of client accounts and prepare client account statements
- Perform credit checks and process credit card payments
- Contact clients with past-due invoices
- Ensure customer credits and inventory adjustments are accurately applied to customer accounts

Administration

Government and Partner Reporting:

- Prepare monthly HST, WSIB and EHT reports
- Monitor short term and long term loan balances and payments
- Ensure timely payments to partners are received in compliance



IT:

- Research, develop and implement Finance and IT tools and systems
- Update and monitor La Siembra's intranet and wiki
- Assist with IT related projects

Records Keeping:

- Organize and maintain the accounting records filing system
- Digitize and file all required documents and backups on La Siembra's file server
- Liaise with various parties (e.g. financial auditors, other employees) for accounting records access

Qualifications

- Relevant degree or diploma
- At least three (3) years of work experience in a bookkeeping/accounting, or equivalent role
- Fluency in English (written and oral) required, French an asset
- Ability to work independently within a team environment and with minimal supervision
- Excellent communication skills over the telephone and in writing
- Strong sense of accountability and optimistic, professional, service-oriented attitude
- Natural attention to detail
- Proficiency in the use of Microsoft Office programs
- Ability to work in a fast-paced, cyclical environment

Worker Co-operative Obligations for Full-Time Employees

Employees may apply for membership/ownership in the Co-operative before the 14th month of employment with the Co-operative, thereby sharing the risks and benefits of the business.

Profile	
Department	Finance and Administration
Location	Ottawa, Ontario
Description	30-35 hrs / week
Travel	No
Updated	August 2017
Submission by September 15, 2017	



Interested candidates are requested to provide a copy of their resume, a cover letter including the answers to the following questions in confidence before September 15, 2017. Only short-listed candidates will be contact for an interview. Thank you for your application.

1. How do you think Canadian consumers think about and understand fair trade? If different, what do you think about fair trade and small producer issues?
2. You will be bringing your skills as a bookkeeper into a worker co-operative. What is interesting or intriguing about applying those skills in a co-operative model?
3. La Siembra has established a solid reputation as a values driven supplier of premium quality, fair trade and organic certified products under the Camino brand. Many of these products are delivered through distribution channels of like-minded fair trade retailers who have been customers and supporters of La Siembra since its inception.

As a bookkeeper responsible for the accounts receivable duties, please describe how you would handle collecting on a consistently overdue account that has had a long history with the organization, and what recommendations would you make going forward to ensure timely payments are made?

