



RR#3 – 17554 Plover Mills Road
Thorndale, ON N0M 2P0
Phone: 519-461-9057

We are Sollio Agriculture. We support farmers across Canada to help them maximize their performance, keeping in mind that there are only 24 hours in a day and 365 days in a year.

We bring together passionate people devoted to helping each other and moving forward together. These are men and women who are not afraid to work hard and get their hands dirty, every day. For them, agriculture is about family, community, and food.

Our pan-Canadian presence means that we're there for them, on-site, when and where they need us. With our partners' facilities as well as our own, we now have a total of 320 locations in nine provinces. Our goal is to support our farmers and the local areas where they operate. In short, we're both close by and everywhere they need us to be. Our advisors are their advisors—the people who have always been by their side and know every acre of their local area. sollio.ag/en

Our Crop Production – Ontario and Atlantic sector is seeking a:

- Accounting and Benefits Administrator
- Status: Temporary, Full Time (18-month contract)
- Work location: Thorndale, Ontario

CHALLENGES WE OFFER:

The position reports to the Manager of Corporate Accounting & Tax. As a key position within our Finance team, the Accounting & Benefits Administrator provides accounting and administrative support to our Sollio Agriculture office, Agromart Group network, and Agromart Terminal Inc. businesses. Reporting to the Accounting Business Manager – this position would:

- Responsible for completing all accounting functions for Agromart Terminals Inc. Including banking, A/R, A/P, G/L entries, banks reconciliations, balancing all subledgers to GL, filing HST returns, and providing reports to the Regional Accountant for month end, interim and year-end financial reporting;
- Responsible for certain Accounts Receivable functions including invoicing non-stock items, posting deposits, and applying cash receipts;
- Manages and administers Sunlife benefit and pension programs for the Agromart Group. This includes enrolling new hires, administering benefit and pension changes for current employees and retirees, monthly invoicing and balancing benefit and pension corporate GL accounts;
- Provides guidance to all Agromart employees and retirees on the Sunlife benefit plan, pension plan and retiree plan;
- Communicates rate, plan and coverage changes to Agromart payroll personnel, ensuring that each employee is correctly matched to the Sunlife program
- Additional responsibilities also include maintaining reports for the annual pension financial statement preparation, managing the retiree benefits including processing T4A's;
- Performs other administrative tasks as assigned.

YOU FIT THE FOLLOWING PROFILE

- You have a post secondary degree in accounting, administration, or an applicable discipline;
- You have 2-3 years of relevant bookkeeping experience;
- Solid understanding of general accounting principles;
- You are proficient in MS Word and have intermediate skills in MS Excel;
- You demonstrate strong time management skills with the ability to prioritize to meet deadlines;
- You are detail oriented with a high level of accuracy;
- You can work effectively in a team environment, possessing excellent interpersonal and collaboration skills;
- Your knowledge of Microsoft Dynamics NAVISION and previous payroll experience would be considered an asset;
- You possess a positive attitude and are customer service oriented.



RR#3 – 17554 Plover Mills Road
Thorndale, ON N0M 2P0
Phone: 519-461-9057

If you want to join the ranks of an organization with a bright future that provides interesting challenges, a stimulating work environment as well as a competitive compensation package, we invite you to join our team. Send your application to <http://sollio.ag/career>.

We thank all candidates for their interest in this position; however, only those selected for further consideration will be contacted. Sollio Agriculture is an equal opportunity employer.

Thank you for your consideration.