



Crofters Food Ltd.

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Crofters is growing and we are seeking an energetic, reliable & flexible team player to join our Finance Team.

Here's your chance to join a highly skilled team of professionals at one of North America's pioneering brands in the organic food movement! Crofters Food Ltd, known in the grocery aisles as Crofters Organic Fruit Spreads, is the leading manufacturer of organic jams, jellies and fruit spreads in North America. Headquartered in picturesque Parry Sound, Ontario, about two hours north of Toronto, we manufacture a vast array of fruit-based spreads sold in stores across Canada, the United States, and select international markets. From the way we source our fruit, to the way we carefully manufacture our products using forward-thinking sustainable processing techniques, to our innovative, health-conscious formulations, every aspect of our operations receives the care and attention they deserve. A small but mighty team, with the support of a US based private equity firm, join us as we look to aggressively scale our business on our mission to become one of the leading organic food brands in North America.

Position Overview:

The **Assistant Controller** will support the monthly finance processes and perform full cycle bookkeeping activities. You will work collaboratively with the Controller and VP Finance as well as other department managers to ensure the timely delivery of financial information to the Board of Directors and other stakeholders..

The duties and responsibilities of the **Assistant Controller** will be as follows:

- Full cycle bookkeeping activities
- Manage accounts payable, including ensuring all vendor invoices are entered with payments issued on time
- Perform month-end inventory reconciliation and raw materials costing ensuring inventory records are accurate and up to date
- Ensure all capital asset invoices are recorded within the appropriate asset grouping and CCA class
- Prepare and submit all relevant tax filings (GST/HST, source deductions, WSIB, EHT etc.) including T4s and annual returns
- Manage payroll processing and benefits administration
- Assist with various other human resources duties such as new employee onboarding activities and WSIB reporting
- Assist team members in preparation of regular financial reports to the senior management team and Board
- Engage with external business partners on matters related to banking, insurance, year ends, tax compliance, etc.
- Lead delivery of required documentation for annual financial statement audit
- Be an integral contributor to annual business plan for Board and lenders
- Act as a business partner to Sales and Supply Chain and provide support for business cases including return on investment for capital purchases

Required experience and skills:

- Minimum of 3-5 years of hands-on experience in progressive accounting roles
- College or University Accounting diploma
- Extremely organized and detail oriented
- Experience with cash management through electronic banking platforms

- Flexible team player – able to step into a variety of roles based on business needs
- Excellent communication, both verbal and written
- Data driven and analytical with an understanding of how financial analysis and goal setting can help drive growth initiatives
- Experience with SQL queries and combining data from multiple sources
- Experience with ERP implementation

Job Type: Full-time, Permanent, On-site (not remote)

Benefits: • Basic Benefit Plan including Health and Medical, Vision Care, Dental, Wellness & Preventative Services,

Salary: • Negotiable based on experience.

Please submit your resume to hr@croftersorganic.com indicating your experience and interests

Crofters Food Ltd. welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.