

Husky Farm Equipment Limited
7440 Wellington County Road 17
Alma, Ontario N0B 1A0



Job Title: Accounts Payable Clerk	Functions: Accounts Payable
Term: Permanent Full-Time (40 Hrs/Wk)	Reporting To: Office Manager

ABOUT HUSKY FARM EQUIPMENT LIMITED

Husky manufactures a complete line of liquid waste handling equipment including pumps, spreaders, and drag hose reels. Since our founding in 1960 we have been committed to building a highly skilled group of individuals dedicated to supplying our customers with the best tools for their operation. Now in its third generation of ownership, Husky continues with the same focus on quality staff for the production of quality equipment. We've proven ourselves over the last 60 years and look forward to providing solutions for many years to come. We offer competitive wages and benefits. Join us as we build on our long history of manufacturing excellence!

WHAT YOU'LL DO

The **Accounts Payable Clerk** will work with the purchaser and finance staff to ensure accurate and timely payment of bills as well as thorough and complete accounting records. Duties will include:

- Preparing, processing and sending of all payments for Husky Farm Equipment expenses in both digital (EFT) and physical (cheques) formats
- Processing the receiving of products within the ERP system to maintain accurate inventory levels and product cost records
- Working with various suppliers and associated accounts receivable staff to confirm flow of funds for purchases and returns
- Maintaining product cost and supplier records
- Assisting with other duties as needed including cross training on the purchasing role

WHO WE'RE LOOKING FOR

If you meet the requirements below, we'd love to chat with you about joining our team:

- Accounts payable and general bookkeeping experience
- Detail oriented and self motivated with limited direction and oversight
- Ability to adapt and complete tasks in a fast-paced environment
- Familiar with Microsoft Office and CRM/ERP software
- Experience with a manufacturing or agricultural organization is an asset but not required

If you would like to apply or need more information please do not hesitate to contact us. We thank all applicants for their interest, however only those selected for an interview will be contacted.