



| Andermatt Canada Inc.

Accounting/Office Administrator

Location: Fredericton, NB

Andermatt Canada Inc., located in Fredericton New Brunswick, is a member of the Andermatt Group which has headquarters in Switzerland. Family and employee owned, Andermatt has been developing biological solutions in agriculture for over 3 decades, rising to become recognized as a global leader in the biological segment. Andermatt Canada Inc., as a member of the Andermatt Group, is a leading production site for baculovirus products for the agricultural and forestry markets.

Our business is growing, and we are looking for an Accounting Administrator to join our team. The successful candidate will be responsible for maintaining company financial records, preparing monthly and yearly financial reports, and processing payments to and from our external customers. The candidate will also provide support to Andermatt Canada's management team. We are looking for a self-motivated and solution-oriented person with strong financial and communication skills.

RESPONSIBILITIES:

- Provide financial support to the Andermatt Canada's management team
- Oversee all supplier, customer, and third-party financial obligations
- Process, send and store all financial deposits and invoices
- Prepare and submit monthly and yearly financial reports
- Prepare tax documentation for overview
- Payroll and benefits administrator
- Identify and address discrepancies in all documentation
- Update all databases and spreadsheets related to finances
- Additional roles and responsibilities maybe requested

REQUIREMENTS: The successful candidate will possess the following:

- Minimum of 2 years of relevant accounting experience
 - A College diploma in business administration, accounting, bookkeeping or equivalent
- An equivalent combination of education, training and experience may be considered.

COMPETENCIES: The successful candidate will possess the following competencies:

- Attention to detail and accuracy
- Initiative
- Teamwork and Cooperation
- Demonstrates a strong commitment to continuous development in both technical and interpersonal skills
- Excellent Organizational and time management skills
- Proficiency in MS Office (Word, Excel, PowerPoint, Outlook)
- Proficiency in QuickBooks
- Experience with Lean Six Sigma methodologies considered an asset

WE OFFER:

- Salary: \$55,000 – \$60,000
- Modern Working Conditions
- Flex-time/Remote Work
- Creative Freedom
- Lean Six Sigma Training

APPLY TO: We encourage applicants to apply on-line, via email, at the following address by November 6th, 2024, indicating competition number **ACA202404**.

Email: laura.forbes@andermattcanada.ca