



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/07/03

Financial Officer

Job ID	CE-35-FB-1F-54-64	
Web Address	https://careers.indigenous.link/viewjob?jobname=CE-35-FB-1F-54-64	
Company	Baxters Kitchens Inc.	
Location	North York, Ontario	
Date Posted	From: 2024-04-30	To: 2024-10-27
Job	Type: Full-time	Category: Finance
Job Start Date	As soon as possible	
Job Salary	\$50,000 Annually	
Languages	English	

Description

Tasks:

- Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems.
- Maintain general ledgers and financial statements.
- Prepare other statistical, financial and accounting reports.
- Maintain monthly sales and purchases reports to the Canadian Dairy Commission.
- Prepare daily cash flow analysis and other required reports for the management.
- Communicate with relevant suppliers to process invoices or payment inquiries for all four affiliated corporations.
- Deal with external and internal inquiries by phone and email.
- Complete payments and control expenses by receiving, processing, verifying, and reconciling invoices.
- Review bank statement and provide daily information to the accounts receivable team.
- Reconcile processed work by verifying entries and comparing system reports to balances ensuring outstanding balances are updated with due credit memos.
- Verify vendor accounts by reconciling monthly statements and related transactions.
- Prepare cheques and electronic payments for all vendors and general services, and coordinate with internal management and suppliers for release/deposits.
- Investigate and resolve outstanding creditor items.
- Assist with inventory reports and other reconciliations for month end closure.

Computer and technology knowledge

MS Excel

MS Outlook

MS PowerPoint

MS Windows

Area of specialization

Accounting

Personal Suitability

Accurate

Client focus

Dependability

Efficient interpersonal skills

Excellent oral communication

Excellent written communication

Flexibility

Judgement

Organized

Reliability

Team player

Time management

Adaptability

Work Conditions and Physical Capabilities

Ability to work independently

Attention to detail

Fast-paced environment

Tight deadlines

Work under pressure

Experience

3 years to less than 5 years

Education Requirements

Bachelor's degree (accounting and or Finance)

Other

Dental plan

Health care plan

How to Apply

bakerybaxterjobs@gmail.com

Job Board Posting

Date Printed: 2024/07/03

Financial Officer

Job ID	D5847A95F2A8B	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=D5847A95F2A8B	
Company	Baxters Kitchens Inc.	
Location	North York, Ontario	
Date Posted	From: 2024-04-30	To: 2024-10-27
Job	Type: Full-time	Category: Finance
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bakerybaxterjobs@gmail.com

Job Board Posting

NoExperienceNeeded.ca
your place for a first step or a fresh start

Date Printed: 2024/07/03

Financial Officer

Job ID	64366F0135E95	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=64366F0135E95	
Company	Baxters Kitchens Inc.	
Location	North York, Ontario	
Date Posted	From: 2024-04-30	To: 2024-10-27
Job	Type: Full-time	Category: Finance
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