

Finance & Office Administrator

Join Our Team at Lakeside!

Lakeside is a leading crop input retail business serving Lambton and Middlesex counties, with retail branches in Forest, Petrolia, and Melbourne, Ontario. We take pride in delivering top-quality products and exceptional service to our valued customers.

We are currently looking for a detail-oriented and dynamic Finance/Office Administrator to join our team. If you have a passion for finance, organization, and customer service, we'd love to hear from you!

About the Role:

The Finance & Office Administrator is a key role responsible for managing accounts payable, supporting office operations, and delivering exceptional service to both customers and employees across multiple locations. This position ensures efficient day-to-day operations by coordinating administrative tasks, maintaining accurate financial records, and providing support for scheduling, benefits administration, and other office functions.

Job Title: Finance/Office Administrator, Full-time

Location: Melbourne or Forest location

Key Responsibilities:

Accounts Payable Management

- Process and verify invoices, ensuring accuracy and proper authorization before payment.
- Ensure that all invoices are coded to the correct location
- Reconcile vendor statements and resolve any discrepancies in a timely manner
- Maintain accurate and organized accounts payable records and documentation
- Complete month end and year end processes, including preparing journal entries, accruals, and adjustments. Reconcile accounts and review financial statements
- Conduct interim and year-end inventory counts and reconciliations
- Bank statement reconciliation ensuring all transactions are accounted for, identify and resolve discrepancies
- Coordinate with vendors and internal teams to ensure timely payment of invoices
- Ensure vendors are paid accurately and in a timely manner
- Review cash requirements report prior to cheque run, and review with management
- Perform weekly cheque run

Scheduling and Office Coordination

- Manage employee timecards
- Organize and maintain office supplies, ensuring availability for staff and smooth day-to-day operations
- Provide administrative support to the management team as required

Customer Service

- Support counter staff with customers and provide assistance with inquiries, orders, and scheduling when available

- Handle incoming calls and emails, directing them to the appropriate person or department
- Support customer account management by assisting with invoicing, account setup, and issue resolution

Employee Support and Benefits Administration

- Serve as the primary point of contact for employee inquiries regarding benefits, ensuring accurate communication and understanding
- Assist employees with benefit enrollment, changes, and issue resolution
- Maintain updated records for employee benefits and ensure compliance with company policies
- Work with third party payroll company to ensure information is timely and accurate

Administrative Support

- Prepare and maintain financial and operational reports as required by management
- Support the onboarding process for new employees, including assisting with documentation and orientation
- Ensure compliance with company policies and procedures in all administrative and financial tasks

Qualifications

Education and Experience

- High school diploma or equivalent; post-secondary education in finance, administration, or a related field is preferred.
- Previous experience in accounts payable, office administration, or a similar role.
- Experience in the agriculture or retail sector is an asset.

Skills and Competencies

- Strong organizational skills and attention to detail, with the ability to prioritize tasks and meet deadlines.
- Excellent customer service and interpersonal skills.
- Proficient in using financial and administrative software (e.g., Microsoft Office Suite, QuickBooks, NAV, or Business Central).
- Problem-solving skills and the ability to work independently or collaboratively in a team environment.
- Flexibility to adapt to seasonal demands and varying work priorities.

Please submit your resume to Ian Shipley at ishipley@lakesidegrain.com

If you're looking to join a great company and thrive in a collaborative, active environment, we'd love to hear from you! Apply today and become part of the Lakeside team.