



ACCOUNTING ADMINISTRATOR

Haliburton Forest & Wild Life Reserve Ltd.

1095 Redkenn Road
Haliburton, ON
K0M 1S0

Position Status:

Full-time, Permanent

Starting Date: Immediately

Company Overview

Haliburton Forest is an outdoor lover's paradise and a wood lover's dream. It is a research facility and an education centre. It is a property where members of our community make their livelihood, and thousands of visitors make their day. It is a major force in the hardwood lumber industry, with three operating sawmills. It is 100,000 acres, 100 lakes, and millions of trees, and it is home to countless creatures.

Above all, and always, Haliburton Forest is a sustainably managed forest. In summary, Haliburton Forest is one company with two divisions and over 20 businesses. We provide year-round employment to 150 people and work closely on a regular basis with 50 independent contractors. We have a skilled management team, devoted staff, and a hands-on-get-it-done attitude. Our business strategy is to be environmentally sustainable, socially responsible, and economically viable in everything that we do, in order that Haliburton Forest may prosper over the very long term.

Nature & Scope

Haliburton Forest & Wild Life Reserve Ltd is seeking an individual to fill the position of Accounting Administrator. Reporting to the Chief Financial Officer (CFO), the Accounting Administrator is a full-time position responsible for ensuring the accurate and timely completion of accounting duties for Haliburton Forest and its affiliated companies. This position will not require the supervision of staff.

Benefits & Perks

We offer an array of benefits and perks to recognize loyalty, longevity, and passion for the work we do:

- Complimentary access to Haliburton Forest & Wild Life Reserve's 100,000 acre property
- Complimentary use of recreational activities and program equipment
- Opportunities for career advancement, including full-time permanent employment
- The opportunity to work with an exceptional group of people
- Compensation will be determined based on the experience of the candidate

Responsibilities

- Demonstrate strong support to the shared values of Haliburton Forest: safe, collaborative, professional, productive, and proud
- Follow legislation and standards of: Workplace Violence and Harassment policies, AODA, Occupational Health and Safety Act
- Bank deposits
- Account reconciliation and analysis
- Accounts receivable invoicing and client follow-up
- Financial tracking and administrative tasks
- Perform all tasks on timely and accurate basis and in accordance with operating procedures
- Other duties as assigned



ACCOUNTING ADMINISTRATOR

Apply Now:

To apply for this position, please direct your cover letter and resume to our Human Resources Department: hr@haliburtonforest.com
Attn: Gerald Morrison,
Chief Financial Officer

We thank all applicants, however, only those considered for an interview will be contacted.

Accessibility:

Haliburton Forest & Wild Life Reserve Ltd is committed to creating an inclusive environment that accommodates all individuals, including those with disabilities. We support the goals of the Accessibility for Ontarians with Disabilities Act (AODA) and have established policies, procedures and practices which adhere to the accessibility standards set out in the AODA. Should you require any accommodation throughout the recruitment process please do not hesitate to contact our Human Resources Department.

Haliburton Forest & Wild Life Reserve Ltd is an equal opportunity employer.

Qualifications

The following criteria are the minimum qualifications required for this position:

- Diploma in accounting/bookkeeping is preferred
- Knowledge of NetSuite, Excel, SharePoint, and computerized payment systems
- Ability to balance competing priorities
- Positive, constructive attitude
- Hands-on approach, with strong administrative skills and attention to detail
- Collaborative with good communication skills
- Personable; able and willing to work effectively with peers, customers and suppliers.

Schedule

This position will work Monday to Friday, 8 hours per day. The ability to work outside of these hours may be required as business conditions dictate, and overtime maybe required from time to time.

