



Coral Beach Farms is the northernmost large-scale cherry producer in North America. We grow premium cherries along the shores of Okanagan Lake in the renowned Okanagan Valley of British Columbia, Canada. Our cherries are all hand packed in our state of the art facility, located right on our farm, and shipped to our customers worldwide.

Job Title:	Accounts Payable Clerk	Start Date:	July 2012
Department:	Accounting	Reports to:	Accounting Manager
Job Purpose			
The purpose of this job is to ensure that payments to external entities are accurate, appropriately supported and authorized, and recorded in the relevant fiscal year.			
Job Responsibilities			
The responsibilities of the Accounts Payable Specialist will consist of accurately processing Accounts Payable data, posting entries to the General Ledger and processing cheque runs in a timely manner. Ability to be timely and adapt to changing environments is a must.			
Job Tasks & Activities			
<ul style="list-style-type: none"> • Receive and verify invoices and requisitions for goods and services • Perform the day to day processing of accounts payable transactions, verifying that transactions comply with financial policies and procedures • Verify that all Invoices are sustained on an authorized PO form. • Prepare batches of invoices for data entry with the correct account code. • Data enter invoices for payment • Manage the weekly cheque run • Prepare vendor cheques for mailing • Report and assist accountant as needed 			
Skills & Qualifications			
<ul style="list-style-type: none"> • knowledge of accounts payable and maintaining general ledgers • ability to maintain a high level of accuracy in preparing and entering financial information • ability to maintain confidentiality concerning financial and employee files • Certificate, diploma, or degree in business, accounting or related field from a recognized post secondary institution or an acceptable combination of education, training and experience may be required 			
Working Conditions			
<p>Our working environment is extremely demanding over a short time period. Applicants should be aware that:</p> <ul style="list-style-type: none"> • As agricultural employment, that overtime provisions do not apply for these positions. <p style="text-align: center;">Applicants must be available from early July until early to mid Sept 2012.</p>			
Performance Measures (Factors defining success)			
Error free and timely payments	Timely reporting / Attendance	Works well with others	
Job Category:	Plant	Location:	Main Farm
Employment Status:	Seasonal – Part Time	Manages Others:	No
Hourly Wage:	\$16-18/hour		
Approved by:	David Geen	Date Approved:	February 1 st /2012
Please apply online at www.coralbeach.ca			