



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
Department:	Finance & Administration	Reports to:	Accounting Manager
Job Purpose			
To ensure that payments to external entities are accurate, appropriately supported and authorized.			
Job Responsibilities			
<ul style="list-style-type: none"> • Accurately processing Accounts Payable • 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 and 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 Accounting Manager 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 • 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"> • Work hours are generally at least 60 hours per week and can be longer during harvest (middle July – early September) • This is a farming environment and days off may be extremely limited during harvest • As agricultural employment, that overtime provisions do not apply for these positions • Applicants must be available from early July until early to mid-September 			
Performance Measures (Factors defining success)			
<ul style="list-style-type: none"> • Error free and timely payments and reporting • Works well with others • Attendance and punctuality 			
Job Category:	Office	Location:	16351 Carrs Landing Rd, Lake Country, BC
Employment Status:	Seasonal – Full Time	Manages Others:	No
Hourly Wage:	Negotiable, depending on experience and qualifications		
<p>For more Information please go to www.coralbeach.ca Please apply with Resume to alberto@jealousfruits.com</p>			

