

Grape and Tender Fruit (Ontario) Limited and the Ontario Apple Growers with combined annual farm gate sales of \$159 million dollars, are seeking a professional and highly organized Treasurer/Human Resources Administrator to take hands-on responsibility for accounting, cash management, payroll, budgets, audits, bookkeeping and reporting. This person will need to have 4-5 years of experience with Full Cycle accounting and have experience working with Sage Business Visions financial software as well as Word and Excel. For this position you must be able to prioritize, work independently and problem solve as you will report to the General Managers and CEO of several in-house companies. Additional tasks of this position include:

- Manage insurance, banking, investments and year-end audits
- Oversee and perform daily transactions in accounts receivables and payables
- Establish and administer budget guidelines based on history and projected expense forecasts
- Perform timely completion of monthly, quarterly and annual closing activities, G/L entries and financial statements with adequate supporting schedules
- Perform cost allocation and preparation of requests for funds for various research & promotion grant projects
- Bi-weekly payroll for 10-15 people as well as all government remittances, ROE's and T4s
- Administer the company benefits and pension plans

Salary will be commensurate with qualifications.

Reply by January 6th, 2012 to P.O. Box 100, Vineland Station, Ontario, L0R2E0, or info@ontariotenderfruit.ca