



# Agri-Commodity *Management Association*

The Agri-Commodity Management Association (ACMA) is a not-for-profit organization which provides efficient and effective administrative and professional support to the agricultural community in Atlantic Canada. ACMA provides administrative services to nine agricultural commodity organizations as well as administers programs directly to farmers across Atlantic Canada.

We are currently seeking a term Processing Clerk to work with our team to prepare bank deposits, accounts receivable/payable records, cheque preparation, invoicing, journal entries, reconciliations, payroll preparation, and Receiver General remittances. Preparation of monthly and periodic financial statements. Other duties include carrying out or assisting with the maintenance of farm registration records and membership statistical data, project accounting records, acting as recording secretary for various committees, and assisting in the organization and delivery of industry events. Other duties may include development and maintenance of communications resources and materials.

This is a term (8 months), full-time position with the possibility of extension to 16 months.

## **Languages**

English (essential), French (asset)

## **Education**

Completion of college/CEGEP/vocational or technical training

## **Experience**

At least 1 to 5 years.

## **Business Equipment and Computer Applications**

Windows; Sage 50, word processing, spreadsheets, general office equipment and electronic mail.

## **Work Conditions and Physical Capabilities**

Fast-paced environment; Work under pressure; tight deadlines

## **Essential Skills**

Reading text; Numeracy; Communication; Working with others; Problem solving; Critical thinking; Job task planning and organizing; Significant use of memory; Finding information; Computer use; Continuous learning

## **Other Information**

A general understanding of the Nova Scotia Agriculture would be considered an asset. An understanding of loan processing procedures would be an asset. Experience with program delivery would be an asset.

**Closing Date: April 27, 2018 at 4:30 pm AST**

**Expected start date: June 4, 2018**

We thank all those who apply however, only those candidates selected for interview will be contacted. No phone calls please. Successful candidates must have legal authorization to work in Canada. Qualified applicants should submit their resume to [bmccallum@agricommodity.ca](mailto:bmccallum@agricommodity.ca) or by mail:

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For more information about ACMA, please visit [www.agricommodity.ca](http://www.agricommodity.ca)