



ACCOUNTS PAYABLE / RECEIVABLE SPECIALIST

Job Type: Fulltime, Permanent

Location: Corporate (Preferably Nova Scotia or Guelph)

Would you like to be a part of a revolution in agriculture in Canada? If so, we would love to hear from you!

At GoodLeaf Farms we are a proud Canadian company at the forefront of innovation, striving to grow food security for communities from coast to coast. We are breaking ground in an industry that is quickly proving itself to be sustainable, not only environmentally but economically and socially as well. We are focused on producing ultra-fresh greens, 365 days a year using no harsh chemicals, a carbon footprint that is just half that of a traditional farm and using less than 10% of the water traditionally used, to create a world where plants thrive!

Why work at GoodLeaf Farms?

It is our commitment to provide you with the work environment and tools necessary to be successful in your role. We hope that you will find your work here rewarding, challenging, and meaningful.

- You will have the opportunity to take your career to the next level. GoodLeaf is growing and we want you to grow along with us!
- We have an entrepreneurial and inclusive spirit with the heart of a start-up.
- We foster an environment of cooperation and communication.
- We have competitive compensation and benefits

Every day at GoodLeaf Farms we get to help solve the challenge of food security for communities across Canada and do it in innovative ways that inspire healthy lifestyles. We think that's exciting and the best reason of all to join us!

What we are looking for

As an Accounts Payable / Receivable Specialist at GoodLeaf Farms, you will play a pivotal role in our finance team, ensuring the seamless management of both accounts payable and receivable functions. This position requires expertise in our ERP software and a keen eye for detail.



Role & Responsibilities

Accounts Payable:

- Process and review invoices, maintaining accuracy and adherence to GoodLeaf policies.
- Obtain necessary approvals for payments by collaborating with internal departments.
- Conduct regular reconciliations of vendor statements, promptly resolving discrepancies.
- Manage vendor relationships, addressing inquiries and maintaining effective communication.
- Utilize Sage X3 for maintaining accurate and up-to-date accounts payable records.

Accounts Receivable:

- Generate and send customer invoices, ensuring accuracy and completeness.
- Monitor and follow up on overdue accounts, implementing effective collection strategies.
- Collaborate with sales and customer service teams to address billing inquiries.
- Reconcile customer accounts, promptly resolving any discrepancies.

Financial Reporting:

- Prepare monthly financial reports related to accounts payable and receivable.
- Assist in the preparation of financial statements and provide support for ad hoc reports.
- Contribute to the budgeting and forecasting processes.

System Expertise:

- Demonstrate proficiency in ERP software (Sage X3 is highly desirable), to optimize financial processes.
- Provide training and support to team members on the effective use of the ERP.

Bilingual Communication:

- Communicate effectively in both French and English, both written and verbal.
- Facilitate communication between English and French-speaking team members and external stakeholders.



Qualifications & Educational Requirements

- Bachelor's degree in Finance, Accounting, or related field preferred
- Proven experience in a similar role, with a focus on both accounts payable and receivable functions.
- Highly desirable to have expertise in using Sage X3 or similar ERP systems.
- Bilingual proficiency in French and English.
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Ability to thrive in a fast-paced, dynamic environment.
- Attention to detail and commitment to accuracy.

GoodLeaf Farms is a mandatory COVID-19 vaccination employer.

GoodLeaf Farms is an equal opportunity employer and prohibits discrimination and harassment of any kind. All employment decisions at GoodLeaf Farms are based on business needs, job requirements and individual qualifications, without regard to race, colour, age, religion, sex, sexual orientation, gender identity, national origin, or disability status.