



Staff Accountant

Permanent Full Time Position

Amalgamated Dairies Limited (ADL) is a producer-owned cooperative celebrated for its excellence in dairy processing and foodservice distribution across Prince Edward Island. For over 70 years, ADL has transformed fresh, local milk into premium dairy products, including milk, cheese, cream, butter, and canned milk. Serving both our own brands and valued partner labels, ADL delivers trusted quality to customers across PEI and beyond.

Position Overview:

We're hiring a Staff Accountant to join our Finance team. This role supports a wide range of accounting activities including journal entries, invoice coding, reconciliations, working papers, and internal/external reporting. It is a key position that helps ensure our financial records are accurate, organized, and submitted on time. You'll be involved in both recurring tasks and month-end responsibilities, while also supporting intercompany transactions, compliance reporting, and ongoing process improvements. The role offers a solid foundation in core accounting work, with exposure to different parts of the business.

Location: Charlottetown, PE or Summerside, PE (work location flexible)

Compensation and Benefits:

- \$50,000 - \$56,000 / year
- Comprehensive medical, dental, vision, life, and disability coverage.
- Retirement savings plan with employer contributions and expert financial guidance.
- Personal Spending Accounts (PSA) – dedicated fund for well-being expenses.
- Personalized training programs for ongoing skill improvement and career growth.
- Employee Assistance Program (EAP) – confidential assistance for personal and work challenges.
- Special perks and discounts exclusively for ADL employees.
- The pride of belonging to a distinguished local company, 100% owned by PEI's dairy farmers.

Key Responsibilities:

- Timely posting of journal entries including accruals, deferrals, reclassifications, and adjustments to support month-end and year-end processes.
- Preparing month end working papers, reconciliations, and analysis on various account balances
- Perform bank reconciliations ensuring transactions are properly recorded.
- Collecting supporting documentation and maintaining organized records.
- Preparing and coding vendor invoices for Accounts Payable processing.
- Conducting monthly filings of third-party compliance reports.
- Undertaking special projects and providing ad-hoc reporting as needed.

Qualifications:

- Post-secondary education in Business Administration or Accounting required.
- 1-3 years of related accounting experience preferred.
- Strong analytical, problem-solving, and decision-making skills.
- Excellent interpersonal and communication abilities.
- Proficient in MS Office, including Excel, Word, and Outlook.
- Interest in pursuing a CPA designation is an asset, with potential opportunities for support.

Start Date: We're flexible and open to candidates who are available to begin in May.

To apply, visit www.adl.ca/careers and complete the application.

Competition ends March 31, 2025, at 4:00PM

We thank all applicants for their interest, however only those selected for interviews will be contacted.

ADL is committed to the principle of equal opportunity in its employment practices and to providing an environment free from discrimination and harassment for all employees.