



COLDSTREAM
— C L E A R —
DISTILLERY

Accounting Coordinator

Coldstream Clear Distillery – 87 Main St, Stewiacke

Expected start date: April 2022

Availability: Full-time position, Monday to Friday

Description: The Accounting Coordinator position is a new role to the Coldstream Clear team. If you are a detailed individual with experience in a full-cycle accounting environment and want to be part of an exciting growing company, we would like to talk to you!

We are looking for a teammate who is:

- Experienced in full-cycle accounting
- Able to work autonomously
- Proficient in Microsoft Office especially Excel
- Understanding of inventory management
- Able to communicate with internal and external stakeholders in a professional manner

Key Responsibilities:

- Daily posting of bank transactions, customer payments, vendor invoices.
- Daily posting of sales and reconciling cash and credit card receipts to the incoming bank receipt
- Regular review of AR listing and initiate contact and collection on delayed payments
- Regular review of AP listing to pay vendors within terms and aligned with cash flow
- Review of g/l expense coding to ensure accuracy and completeness
- Preparation of monthly balance sheet working papers
- Assist in monthly inventory checks
- Payroll support
- Assist in year-end preparation for review engagement

Interested candidates should email a resume and cover letter to jobs@coldstreamclear.com with subject line 'Accounting Coordinator'. Only those who will be interviewed will be contacted.