

**Accounting Clerk**

[www.oxfordfrozenfoods.com](http://www.oxfordfrozenfoods.com)

Accounting Clerk, Oxford Frozen Foods, Oxford, NS

OXFORD FROZEN FOODS LIMITED, a member of the Bragg Group of Companies, is a vertically integrated wild blueberry farming/processing company and a major producer of frozen carrot products and battered vegetables. We have an immediate opportunity for an Accounting Clerk located in Oxford, NS.

This position requires the individual to be a team member in a multi-factory, multi-product manufacturing organization. As part of a strong accounting team, your specific responsibilities will be to support preparation of financial information.

You will bring to this position the ability and desire to understand the food-processing environment with a goal of continuous improvement. You communicate easily with co-workers and work enthusiastically in a team environment.

The position will be of interest to individuals who possess:

* Degree or certificate in Accounting or related field
* Knowledge of administrative practices and procedures in a computerized environment.
* Ability to follow established policies and procedures.
* Well-developed communication, analytical and interpersonal skills.
* Must be flexible and have a commitment to providing excellent customer service.
* Ability to express ideas clearly and understand the need for teamwork.
* Ability to work independently while demonstrating ethics and professionalism.
* Fluency in spreadsheet applications.
* Strong organizational skills with the ability to multi task.
* Ability to consistently meet deadlines.

Please forward your resume with a covering letter demonstrating how your skills and experience meet the above qualifications. E-mailed resumes reference “Accounting Clerk” to:

**Oxford Frozen Foods Limited**

**PO Box 220**

**Oxford, NS B0M 1P0**

**Email:** [**resumes@oxfordfrozenfoods.com**](mailto:resumes@oxfordfrozenfoods.com)

We thank all applicants for their interest in this position, however, only those selected for an interview will be contacted. No agencies or telephone calls please.

Deadline: January 10, 2020 @ 5:00pm