



TURKEY FARMERS OF ONTARIO
1120 - 100 Conestoga College Blvd.
Kitchener, ON N2P 2N6
T: 519 748 9636 F: 519 748 2742
turkeyfarmers.on.ca | ontarioturkey.ca

Finance and Data Administrator

Overview:

Turkey Farmers of Ontario (TFO) is a producer-run and producer-funded organization representing approximately 150 farm families across the province. Our producers are proud to deliver high-quality, healthy turkey products to consumers in Ontario and across Canada. Our board office is located in Kitchener, Ontario.

TFO is currently accepting applications for the role of **Finance and Data Administrator**. This position is responsible for managing TFO's financial systems in support of the General Manager and Board of Directors, as well as overseeing the input, management, and reporting of turkey production data to support the TFO staff team and industry stakeholders.

Responsibilities:

Finance

- Track organizational revenue and expenses, organizing journal entries for all receipts, payments, and other financial transactions and organizing/filing supporting source documentation.
- Manage Accounts Receivables and Accounts Payable and perform bank reconciliations. Reconcile and submit HST and other required remittance. Prepare quarterly financial statements.
- Monitor budget to actual results and identify material variances for review with the General Manager.
- Plan and facilitate quarterly Finance and Audit Committee meetings. This includes agenda development, quarterly financial statements, and any additional items required.
- Support grant applications and claims processes as required.
- Prepare the annual budget with the General Manager.
- Prepare all year-end financial information and coordinate with external auditors for year-end reporting.
- Maintain accurate financial records and support appropriate financial controls and processes.

Data Administration

- Input data and maintain accurate and organized records pertaining to quota and non-quota production data, from producers, processors, and other TFO-licensed entities.
- Review and validate production data and supporting documentation for compliance with TFO regulations and policies, identify discrepancies, and follow up as required.
- Retrieve data and provide reports for team members and producer/industry stakeholders upon request.

Other Responsibilities

- Act as a point of contact and support for producer and industry members.
- Order and maintain inventory of office supplies.
- Provide support in preparation and execution of monthly board meetings.



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- Maintain and update producer and stakeholder contact lists.
- Support in the administration of TFO events and industry shows when required.
- Perform other related activities as necessary or as assigned.

Requirements:

- Post-secondary education in accounting, finance, bookkeeping, or a related field.
- 3-5 years of experience in finance, accounting and/or full-cycle bookkeeping.
- Experience with Accounts Payable, Accounts Receivable, bank reconciliations, journal entries, HST remittances, and financial statement preparation.
- Strong knowledge of accounting and budgeting principles.
- Proficiency with Microsoft Office (particularly Excel) is required. Experience with QuickBooks Online (or a similar program) and Hubdoc are considered an asset.
- Strong organizational skills with a high level of attention to detail, accuracy, compliance, and transparency.
- Demonstrated ability to manage multiple priorities and meet deadlines.
- Strong communication and interpersonal skills, with the ability to work effectively with staff, producers, Board members, and external stakeholders.
- Demonstrated ability to handle confidential financial, producer, and stakeholder information with discretion.
- Experience working in a nonprofit, association, or member-based organization, is considered an asset.

Why Join the Turkey Farmers of Ontario:

- Be part of a team that is passionate about supporting over 150 Ontario producers and farm families in their mission to make Ontario-raised turkey a healthy and regular choice for consumers in Ontario and across Canada.
- Support the financial and data administration functions of TFO while working directly with the internal staff team, Board of Directors, and a variety of external industry stakeholders.
- Competitive compensation package based on experience and qualifications as well as a comprehensive benefits program and defined contribution pension plan with matching company contributions. Vacation time that accrues with years of service plus an additional 5 paid days off annually for sick or personal reasons.

Working Environment:

- This is a full-time (35 hours per week) permanent position reporting to the General Manager. The successful candidate will join a small, dedicated team that is passionate about supporting our producer membership and the Ontario turkey industry.
- We offer a hybrid work model with two designated in-office days (Wednesday/Thursday) and three work from home days (Monday/Tuesday/Friday) each week.



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Application Process:

- Qualified applicants may submit their resume and cover letter to Renée Morgan at hr@turkeyfarmers.on.ca by Sunday, October 4.
- Please include "Finance and Data Administrator" in the subject line.
- While we appreciate all applications, only individuals being considered for the next phase of the review process will be contacted.
- This position will be subject to a credit check.

Turkey Farmers of Ontario is an equal opportunity employer, committed to meeting the needs of all individuals in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code (OHRC). As such, the organization will make accommodations available to applicant with disabilities upon request during the recruitment process, please email hr@turkeyfarmers.on.ca.