



# FERGUSON Tree Nursery

## **Bookkeeper/Office Admin (1 position)**

Do you have a passion for trees, shrubs, and perennials or for supporting environmental sustainability, but your skill set is better suited to an inside job? Do you want to use your superior organizational, bookkeeping and customer service skills to make a difference in an organization that shares your passion?

Ferguson Tree Nursery has a **3-5 days/week, Permanent** position available for a Bookkeeper & Office Admin role. This position reports to the Director of Finance & Human Resources and brings organizational effectiveness and bookkeeping savvy while also being a positive, welcoming and helpful support to the Office and Nursery Staff.

The ideal candidate is someone who takes pride in providing excellent customer service, can work in a team or alone, is self-motivated, and possesses a good balance between logical/analytical thinking and flexibility. In addition, the Bookkeeper/Office Admin must be able to organize work to manage competing priorities, have excellent communication skills to work with a variety of Nursery staff and customers and have an excellent grasp of business technology, software and applications including Word, Excel, PowerPoint, Outlook, Adobe Acrobat and bookkeeping applications.

### **Duties:**

1. Administration & Bookkeeping
  - a. Payroll: entering and/or verifying timesheet data, preparing file for direct deposit, emailing/printing paystubs; running reports
  - b. Payables: Enter payables in accounting system, get approvals and ensure coding is correct
  - c. Reconciliations: reconcile credit card and bank account statements
  - d. Reporting: create management reports to support performance analysis, reporting to the Board, budgeting processes, etc.
  - e. General office administration including filing, back-up phone and office reception,
  - f. Administrative support to the Directors, Board and management staff including managing inbound and outbound mail, filing, photocopying, and creating documents
  - g. Provide support to special projects such as increasing digital financial systems
  - h. Following up on Accounts Receivables as directed
  - i. Assisting with purchasing including researching suppliers, getting quotes, tracking orders
2. Support Sales & Business Development
  - a. Work with Sales & Marketing Coordinator to complete order processing, invoicing, payments processing and returns, and scheduling pick-ups and deliveries in a timely manner and ensuring no customer needs fall through the cracks
  - b. Prepare marketing materials, provide reports from the financial system, and assist with data entry for inventory

### **Qualifications and Experience:**

- Strong communication skills both on the phone and in writing. Communicates in a clear, concise manner using appropriate vocabulary, grammar, punctuation and tone. Demonstrates professionalism in non-

verbal communication and body language. Effectively adjusts communication style to the needs of the situation and audience.

- Customer service oriented demonstrated by an outgoing personality, ability to engage customers, desire to meet and exceed customer needs, and ability to follow through.
- Strong organizational skills. Uses organizational skills to keep records organized, prioritize and manage workflow in order to meet deadlines on competing deliverables and to improve efficiency of processes.
- Ability to problem solve. Thoughtful analysis of situations, including collecting data, identifying causes of problems and researching solutions.
- Willingness to collaborate, share knowledge and serve as a resource to other. Builds trust with team members by meeting expectations and deadlines, following through on commitments and communicating effectively. Demonstrates respect of cultural and individual values, listens to and carefully considers the input of others, and consistently treats everyone with dignity, respect and fairness.
- Administration – minimum of 2-years experience in an office environment with demonstrated organizational skills, multi-tasking, flexibility, and strong communications skills required
- Bookkeeping – 1-2 years of bookkeeping experience required; experience with accounting software (Quickbooks is currently used but experience with multiple programs preferred – stand-alone and on-line versions)
- Software – demonstrated experience with Microsoft Word, Excel, PowerPoint and web-based applications such as Zoom, Microsoft Teams required
- Customer Service – experience in a customer service, retail or sales role an asset
- 2-year College program in Business Administration, Office Management, Small Business Management or related education required.

**Compensation:** Ferguson Tree Nursery offers a competitive compensation package including:

- Wages \$17-\$20 per hour to start depending on experience, knowledge and capabilities with a review after 3 months
- Opportunity to participate in our year-end bonus program
- RSP Matching Program available after successful completion of probation
- Life Insurance, Extended Health Benefits & EAP program available after successful completion of probation

This is a permanent position of between 24 & 32 hours/week per for approximately 6-7 months and 40 hours per week for 5-6 months during the spring and fall busy seasons. Hours of work are typically 8:00am-4:30pm, Monday to Friday. Alternative work schedules, including some Saturdays, will be required depending on staffing needs during the busy seasons. May be opportunity to increase to 40 hours/week year-round as Nursery grows.

To apply, please email your cover letter and resume to [careers@fergusontreenursery.ca](mailto:careers@fergusontreenursery.ca). We will review your resume and get back to you if we would like to schedule an interview.

Ferguson Tree Nursery strives to make our workplace inclusive, respectful and barrier-free. We encourage applications from women, Indigenous peoples, veterans, persons with disabilities, members of visible minorities and persons of all races, ethnic origins, religions, abilities, sexual orientations, gender identities and expressions. Accommodations are available on request for candidates with disabilities taking part in all aspects of the selection process.