



Finance and Administrative Assistant 1-year Contract

Sawdust City Brewing Company is one of the most admired and respected craft breweries in Canada. Our beer is award-winning and sought after by customers across the province and across the country. Located in beautiful Muskoka, Ontario, our brewery has become a destination for locals, seasonal residents and tourists alike. We have the largest retail beer fridge of any craft brewery in Ontario, featuring up to 20 different brands at any one time. Our 72 seat taproom, the 'Saloon', boasts 18 draught taps and features live entertainment and special events on most evenings throughout the year.

Reporting to the Operations Manager, this position will be responsible for supporting the Finance and Operations departments with daily tasks and projects. This is a general office administrative role with an emphasis on finance and accounting.

General Duties:

- Accounts Receivable support (invoicing customers and capturing payments)
- Accounts Payable support (paying suppliers as requested)
- Assist with inventory reconciliation reporting
- Reconciliations for accounts
- Complete routine journal entries and assist with end of month procedures
- Assist with Fiscal Year End preparation (October 31)
- Assist Operations Manager with various administrative duties
- Filing and other general office duties

Qualifications:

- MS Excel and Google Drive experience and proficiency required
- Quickbooks experience required
- Craft Beer knowledge is an asset
- Additional duties may be assigned as necessary

At Sawdust City we like to have fun, but we also pride ourselves on our dedication to beer. We don't always take ourselves seriously, but the quality of our product is of the utmost importance. If you feel like you are the right match for this position, please send a cover letter and resume to jobs@sawdustcitybeer.com . Please note the position you are applying for in the subject line.

We're an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.