

Accounting Technician

Van Raay Farms Ltd.

Job ID

39254

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LOCATION	DATE POSTED	EXPIRY DATE	
212049 Highway 519, Rogers Ave, Picture Butte, AB Alberta	02-03-2026	29-08-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 76000	2 years to less than 3 years	College, CEGEP or other non-university or diploma from a program of 1 year to 2 years

Job Details

Accounting Technician

Employer: Van Raay Farms Ltd.

Location: 212049 Hwy 519, Picture Butte, Alberta, T0K 1V0, Canada

Salary: \$76,000 annually

Vacancies: 1

Employment Type: Permanent, Full-time

Hours: 37.5 hours per week

Start Date: As soon as possible

Work Setting: On-site (work must be completed at the physical location; remote work is not available)

About the Employer

Van Raay Farms Ltd. is a family-owned and operated agricultural business with multiple generations of farming heritage in Southern Alberta. The company owns cattle feedlots, extensive crop farmland in Alberta and Saskatchewan, heavy truck infrastructure, and a Roto-Mix cattle feed truck dealership and repair shop. VR Farms is committed to animal care, environmental sustainability, workplace safety, operational excellence, and delivering high-quality food products to domestic and international markets. Employees are part of a collaborative, team-oriented workplace that values innovation, accountability, and professional growth.

Job Description

Job Summary

The Accounting Technician is responsible for processing and managing accounts payable transactions within a large-scale agricultural operation. This role includes verifying and coding invoices, matching invoices to purchase orders and farm delivery records, entering transactions into the accounting system, and preparing payment runs. A strong understanding of cattle and grain industries and components is required.

The position manages vendor accounts including suppliers of feed, fertilizer, seed, fuel, machinery, livestock services, and

other agricultural inputs. The role also supports cost tracking for crop and livestock production, reconciles vendor statements, assists with month-end reporting, and ensures compliance with accounting standards and agricultural documentation requirements. Experience within a Canadian agricultural or agri-business environment is a strong asset.

Required Skills & Qualifications

- Demonstrated experience processing and reconciling high volumes of invoices from multiple vendors
- Ability to match invoices to purchase orders, delivery receipts, fuel logs, and operational records
- Knowledge of cost-centre accounting and allocation of expenses across livestock operations, crop production, equipment maintenance, fuel usage, and farm inputs
- Understanding of forward contracts related to crop sales (e.g., wheat and other harvested crops)
- Proficiency with accounting software/ERP systems and Microsoft Excel
- Experience reconciling vendor statements and resolving discrepancies
- Knowledge of month-end and year-end closing procedures, including accruals and reconciliations
- Ability to maintain accurate, organized, and audit-ready financial records
- Strong analytical skills and attention to detail
- Ability to work independently, manage deadlines, and maintain confidentiality
- Effective written and verbal communication skills
- Ability to collaborate with farm managers, operations staff, and external suppliers across multiple locations
- Knowledge of financial controls and regulatory documentation requirements relevant to Canadian agricultural operations

Key Responsibilities:

1. Invoice & Payment Processing

- Receive, verify, and process invoices from vendors, contractors, and agricultural suppliers
- Ensure invoices match purchase orders, delivery receipts, fuel logs, feed orders, and farm supply records
- Code invoices to appropriate cost centres (livestock, crop production, equipment maintenance, fertilizer inputs, operational expenses)
- Enter invoices into the accounting system and prepare scheduled payment runs
- Reconcile vendor statements and resolve discrepancies in a timely manner

2. Vendor & Supplier Management

- Maintain working relationships with agricultural vendors including feed suppliers, crop input providers, equipment dealerships, veterinarians, contractors, and transportation services
- Monitor supplier accounts to ensure timely payments and adherence to agreed terms
- Obtain missing documentation, credits, or adjustments as required

3. Agriculture-Specific Financial Duties

- Process invoices related to seed, fertilizer, herbicides, animal feed, cattle health supplies, fuel, irrigation components, and seasonal labour services
- Allocate costs to field locations, production lots, or herd groups
- Reconcile fuel usage, equipment maintenance logs, and farm inventory purchases
- Coordinate with farm managers to confirm receipt of goods and services
- Ensure compliance with agricultural regulatory documentation requirements

4. Reporting & Recordkeeping

- Maintain organized, audit-ready accounts payable records
- Prepare reports including outstanding payables, vendor aging, and cost-tracking summaries
- Assist with month-end and year-end closing processes

5. Other Administrative Support

- Assist with budgeting, cost tracking, and operational forecasting
- Support integration of financial data between farm management and accounting systems
- Perform other related duties to support financial operations

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