



Accounting Technician

Dun Rite Agriculture Services Inc - Bentley, Alberta

Type – 30 hours per week Salary - Dependent on Experience

We are currently seeking an accounting technician. The individual will be responsible for the responsibilities outlined below as well as some administration support as required.

Primary Responsibilities Will Include:

Maintain accurate financial records and general ledger entries.

Process invoices, payments, and expense reports.

Reconcile bank statements and credit card accounts.

Prepare financial reports, summaries, and supporting schedules.

Assist with budgeting, forecasting, and audits.

Manage accounts payable and receivable, including aging and collections.

Process payroll and related documentation.

Support month-end and year-end closing processes.

Ensure compliance with financial regulations and internal controls.

Other tasks as required

Skills and Qualifications

Proficiency with Xero accounting software and Excel.

Completion of a college program in accounting or bookkeeping combined with 5 years of experience as a financial or accounting technician or clerk.

Strong analytical skills and attention to detail.

Knowledge of agriculture and/or construction industries considered an asset but not required.

Interested in joining our team?

Submit your application with references to katie@dunritestockandstables.com

This is an in office position, reliable transportation is required.

Benefits are available after a 3-month probation period.

Position will remain open until a suitable candidate is hired. Only successful applicants will be contacted for an interview.