

## Bookkeeping and Office Administrator Position Description

The purpose of the Bookkeeping and Office Administrator role with Oberland Agriscience is to create efficiency and flow in the overall functioning of Oberland Agriscience Inc. and to support the finance department in creating operational success, with a particular focus on basic accounting, payroll, and administration duties.

Oberland Agriscience is a sustainable black soldier fly larvae (BSFL) farm in Halifax, NS. We are focused on closing the food loop in our region by partnering with local food producers and distributors to upcycle organic by-products such as spent grains from your favorite craft brewery to grow BSFL on an industrial scale. Oberland's engaged and highly skilled team rears the BSFL in our zero-waste facility and delivers exceptional productivity per hectare yielding a nutrient-rich, low environmental impact protein and fertilizer.

This role is supported by the Financial Controller.

The key functional responsibilities of the role are:

### Infrastructure – 100%

#### Finance Support

- Perform basic bookkeeping tasks such as bank reconciliations and cash reports
- Assist with month-end and year-end reporting worksheets, journal entries, and tax return working papers
- Enter payables bills as they are received
- Prepare cheque runs, electronic transfers, and credit card payments
- Send sales invoices and follow-up reminders for overdue items
- Create expense reports for leadership team members
- Maintain records through appropriate file retention
- Utilize a cloud-based accounting system for data entry and reporting
- Assist in payroll preparation and benefits reconciliation

### Office Management

- Manage all aspects of the office operations including cleanliness, organization and overall functioning
- Answering inbound calls and redirecting to the appropriate internal contact
- Maintain inventory and stock all office supplies and ad hoc orders placed by the operational team
- Manage maintenance of all office equipment
- Manage suppliers' contracts, NDAs, and other legal documents including compliance and expiration dates
- Create and implement strategy for office functioning in new, expanded facility

### Other departments

- Support People & Culture in recruitment activities
- Support all departments and implemented company programs as needed

To be a great candidate for this role you:

- Have a minimum of 1 year office management and bookkeeping experience, preferably in a small to medium sized business(es)
- Have a baseline knowledge of Microsoft Excel and other M365 programs
- Are organized when completing a variety of tasks while maintaining proper prioritization
- Are a keen problem solver and love ensuring efficiency in operations
- Have exceptional attention to detail and accuracy, especially in numbers focused tasks
- Are a great communicator and are skilled at building strong, trust-based relationships both within a team and also with people outside an organization
- Can independently complete functional tasks and contribute and support a high-performance team
- Are passionate about ESG and are excited to work with a purpose led company in the circular economy

Oberland Agriscience Inc. is committed to creating an equitable and inclusive culture with a high level of belonging. As such, we are grateful to receive applications from all qualified candidates.

This is a full time, permanent (following successful completion of a 3-month probation), on-site position located at our facility at 71 Grassy Lake Drive, Halifax, NS.

If you would like to apply, please send your resume and cover letter to Kath Perry – [kath@oberlandagriscience.com](mailto:kath@oberlandagriscience.com).