



## Supply Chain / Accounting Administrator – Vancouver, BC

Trialto Wine Group Ltd. is currently seeking a Full-time *Supply Chain / Accounting Administrator* to join our team. We are a dynamic and growing company with a focus on the wines of 'People, Place, and Time'. We represent some of the best wine producers from around the world, and work to ensure they are placed effectively in our market. We are seeking an individual who is tech savvy, passionate about customer service and has a keen eye for detail. Aside from being a strong team player, you are an excellent communicator, who is organized and methodical in solving problems.

### **Job Overview:**

Reporting both to the Corporate Controller and Supply Chain Manager (Western Canada), you will be involved in various aspects of purchasing, inventory management, accounts payable, accounts receivable collections, and the maintenance of accurate records to comply with liquor regulations.

### **Responsibilities:**

- Provide accounting and clerical support to the Accounting and Supply Chain team
- Code and accurately record invoices in ERP
- Process employee expense reports and credit card reconciliations
- Prepare weekly cheque runs, bank deposits and wires
- Download and upload inventory data to internal databases
- Prepare and communicate weekly inventory reports to internal stakeholders
- Confirm and process purchase orders for Western Canada
- Match purchase orders and invoices to ensure accurate pricing and quantities
- Assist with annual audit
- GST/HST and other statutory filings
- Other ad-hoc projects and duties as assigned

### **Job Requirements:**

- 2 or more years of recent experience in an accounting position
- Diploma or Degree in Commerce/Business Administration from a recognized university or college
- Proficient with Microsoft Excel and the Office Suite
- Previous experience working with an ERP and custom in-house applications
- Detail oriented, organized, ability to multi-task seamlessly and meet deadlines
- Strong verbal and written communication skills
- Experience using Concur Solutions software an asset
- Experience using Microsoft Dynamics NAV an asset

### **Compensation:**

Trialto offers market competitive base salary, profit sharing, along with extensive employee benefits including: Extended Health Care coverage, Health Spending Account, and RRSP Matching.

**Application deadline:** March 27, 2017

### **Please send resume and cover letter to:**

Human Resources  
[greatcareers@trialto.com](mailto:greatcareers@trialto.com)

**Only candidates selected for interviews will be contacted.**