



The Agri-Commodity Management Association (ACMA) is a not-for-profit organization which provides efficient and effective administrative and professional support to the agricultural community in Atlantic Canada. ACMA provides administrative services to several agricultural and rural organizations as well as administers programs directly to farmers across Canada.

We are currently seeking a Finance and Program Manager to work with our team to ensure service standards for members and subscribers are met. This position fast-paced and experience in basic bookkeeping is essential and experience in financial management is an asset. Tact, diplomacy, and confidentiality are essential in order to gain the respect and trust of management and staff, and other contacts such as commodity groups, members, auditors, bankers, etc.

**Position**

Finance and Program Manager. *This is a full-time position permanent position.*

**Languages**

English (essential), French (asset)

**Education**

Completion of college/CEGEP/vocational or technical training

**Experience**

Three to five years in financial management an asset; three to five years in basic bookkeeping essential.

**Business Equipment and Computer Applications**

Sage 50; Windows; general office equipment; electronic mail; word processing, and spreadsheet applications.

**Work Conditions and Physical Capabilities**

Fast-paced environment; work under pressure; tight deadlines.

**Essential Skills**

Basic bookkeeping, reading text; numeracy; communication; working with others; problem-solving; critical thinking; job task planning and organizing; significant use of memory; finding information; computer use; continuous learning.

**Other Information**

A general understanding of Nova Scotia agriculture and comfort working around farm machinery and livestock would be considered an asset. A valid driver's license is an asset. Protective and biosecurity equipment will be supplied.

**Closing Date: May 12, 2023, at 4:30 pm**

**Expected start date: May 29, 2023**

We thank all those who apply however, only those candidates selected for an interview will be contacted. No phone calls, please. Successful candidates must have legal authorization to work in Canada. Qualified applicants should submit their resumes to [ksaville@agricommodity.ca](mailto:ksaville@agricommodity.ca) or by mail:

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For more information about ACMA, please visit [www.agricommodity.ca](http://www.agricommodity.ca)