

PURE SUNFARMS™

AP Supervisor

Pure Sunfarms is a vertically integrated, large-scale, low-cost supplier of high-quality cannabis to the Canadian adult recreation market, headquartered in Delta, BC. As a 50/50 joint-venture of Village Farms and Emerald Health Therapeutics, Pure Sunfarms is backed by one of North America's leaders in high-tech greenhouse growing.

We are trail blazing this industry with some serious clout – and by serious, we mean a 30-year track record of operating mega-scale greenhouses. We are led by a team of seasoned executives along with a team of cultivation experience from around the world. Let's just say - we are building and operating on a whole new level.

Here is where you come in as **AP Supervisor**. You have strong organizational, analytical, and time management skills, and have a strong attention to detail. You are not ok with the status quo and are always looking for ways to improve processes. You build strong relationships not only within your team but across other functional areas of the company. You thrive in a dynamic, fast-paced environment and are looking for a challenge. If the rest of this description intrigues you, let us provide you with an environment of opportunity in an exciting new industry.

ESSENTIAL FUNCTIONS

- Manage the Accounts Payable Department through the efficient payment of all supplier accounts;
- Supervise and train Accounts Payable staff in the performance of standards and routine accounting, cash control, special assignments, and other related duties i.e. the accumulation, posting and preparation of data;
- Review work of Accounts Payable Department to ensure accuracy and completeness;
- Direct and/or assist in processing AP invoices in Microsoft Dynamics accounting system;
- Compile and verify data for periodic financial and administrative reports. i.e. various monthly, quarterly and annual fiscal reports as they relate to the Accounts Payable Department;
- Prepare month-end Accounts Payable trial balance and review any payment past due;
- Supervise weekly check run, print checks, and match to invoices;
- Review invoices for appropriate documentation and approval prior to payment;
- Create weekly recommendation for payments for discussion and approval;
- Segregate payments that are sent by wire and ACH for approval. Set up wire/ACH Request Form, match to invoice, and create wire/ACH via online banking. Provide invoice and supporting documentation to signing officer for approval and release in online banking;
- Provide checks and invoices to the VP of Finance for review and signing of all cheques. Coordinate the distribution and mailing signed cheques as required;

- Ensure vendor statements are reconciled to AX general ledger system to ensure all invoices are received.

We are essentially a start-up, rolling up our sleeves to build something bigger than ourselves. Other duties may arise from time to time and as a team, we look to support each other.

YOUR BRAND AND STORY

We already know you are creative problem solver who excels at financial analysis, modeling, and forecasting, but we want to know more about your story and experiences. You are good at the following:

- Minimum High School Diploma or equivalent is required;
- Post Secondary in a related field is considered an asset;
- Minimum 5 years of experience in full cycle accounts payable and working with vendors;
- 1-2 years' supervisory experience;
- Strong demonstrated ability to use MS Office products and accounting software; AX experience a plus;
- Organizing and prioritizing your work to meet deadlines, and can adapt to unexpected priorities;
- Communication is always top of mind, with 'who' and 'how' comes naturally;
- Able to develop solid working relationships;
- Ability to exercise professional judgment and decision-making;
- Thorough knowledge of accounts payable processes;
- Able to work in a dynamic environment and multi-task with competing demands and frequent change;
- Demonstrate accuracy and thoroughness and monitor own work to ensure high quality work product.