

## **FINANCE ACCOUNTS PAYABLE CO-OP STUDENT**

### **BEDFORD, NS**



**Clearwater Seafoods** is one of the world's largest vertically integrated seafood companies with over 1,900 employees in offices, plants and vessels across the globe. The Canadian company operates from ocean-to-plate, owning its own fishing licenses, vessels and processing facilities, while also providing delivery to its customers worldwide. Clearwater is recognized globally for its superior quality, food safety and diversity of premium wild-caught seafood, including scallops, lobster, langoustine, clams, whelk, shrimp and crabs.

Since its founding, Clearwater has invested in science, communities, people and technological innovation, as well as resource management to sustain and grow its seafood resource. This commitment has allowed the company to remain a leader in today's global seafood market and in sustainable seafood excellence.

In 2021, Clearwater was acquired by a partnership between Premium Brands and the Mi'kmaq Coalition, comprised of seven Mi'kmaq communities in Nova Scotia and Newfoundland. Today, Clearwater is proudly Indigenous-owned, committed to creating a sustainable seafood future for generations to come.

Clearwater's Bedford, Nova Scotia office requires a Finance Accounts Payable Co-op Student for a four-month term. The anticipated start date for the position is September 2025.

#### **Purpose of Position:**

The purpose of this position is to work with and support Clearwater's Transaction Centre Team.

#### **Reporting Structure:**

- This position will report to the Transactions Manager.

#### **Major Responsibilities:**

- Assist the Accounts Payable and Transaction Centre team with day-to-day activities.
- Invoice data entry and matching with documentation.
- Expense report verification and data entry.
- Assist with accruals and journal entries.
- Support ongoing Accounts Payable and Transaction Centre projects.
- Perform other related duties as assigned.

#### **Key Behavioral Competencies (Personal Characteristics):**

- Strong time management skills
- Ability to work as a team and independently
- Sound written and verbal communication
- Strong attention to detail
- Strong initiative with a key focus on results
- Problem solving and analytical skills
- Planning and organizing skills

#### **Job Qualifications:**

- Working towards a post-secondary degree in business with a focus in accounting or finance.
- Demonstrated proficiency of Microsoft Excel.
- Working knowledge of accounting and finance concepts would be considered an asset.
- Experience in SAP environment an asset.

#### **Working Conditions:**

- Environment: Office and Remote
- Work Hours: Full-time 37.5 hours per week
- Dress Code: Business casual

*Clearwater is committed to fostering an inclusive and equitable environment where diversity is valued as a cornerstone of excellence. We recognize that diverse voices strengthen our company by enhancing innovation, collaboration, and learning while enriching our organizational culture and strengthening our ability to serve our mission.*

*We encourage applications that reflect the diverse community that we serve, including but not limited to women, Indigenous peoples, racialized persons/visible minorities, persons with disabilities, members of the 2SLGBTQIA+ community, and others.*

*Clearwater is dedicated to ensuring a fair and accessible hiring process for all candidates. We encourage applicants to self-identify in their application if they require accommodation during the recruitment process.*

**Applicants are encouraged email their application to [CareersSetSail@clearwater.ca](mailto:CareersSetSail@clearwater.ca)**