



Milligan Bio-Tech Inc. is a privately held company with its main operations in Foam Lake, Saskatchewan and its corporate office in Calgary, Alberta. The facility officially opened in June 2009 and has steadily grown its customer base for bio-diesel and allied products. Bio-diesel is currently sold into Western Canadian markets. Milligan's other products are sold throughout Canada both directly through Authorized Dealerships and through their Distributor network.

With plans for rapid and immediate growth Milligan Bio-Tech Inc is currently seeking a Corporate Accounting Assistant Person. The Accounting Assistant Person will be required to work with the Controller & Director of Finance in Calgary and manage accounts payable, payroll, cash flow and month end financial reporting functions. The successful candidate will be responsible to quickly gain an understanding of the business and issues related to Milligan Bio-Tech's financial operations and become effective in his/her role. This is a full time position which may require occasional travel to Foam Lake, SK. Duties of the position include:

- Processing bi-weekly hourly payrolls.
- Processing of accounts payable invoices and disbursements.
- Assist in preparing weekly cash flow projections.
- Payroll remittances and reporting.
- Tax remittances and reporting.
- Benefits and human resource administration.
- Daily bank reconciliation.
- Month end journal entries, month end financial reports
- Backup for accounts receivable.
- Travel on a limited basis.
- Represent the company and its shareholders in a favourable manner at all times
- Other responsibilities as required.

Qualifications:

- Must have 5 years accounts payable, payroll and accounting experience.
- Strong analytical, reconciliation and spreadsheet skills.
- Must be proficient using Microsoft Office products including Word, Excel, Outlook.
- Accurate data entry skills, proficient with accounting software.

- Ability to be a self starter and be productive without supervision.
- Must possess both outstanding written and oral communication skills.
- Act with the highest level of professionalism, integrity, and ethical, character at all times.
- Post secondary education in accounting and business administration.

Interested candidates should send their resume and cover letter via email to mmichalchuk@milliganbiotech.com with "Corporate Accounting Assistant" as the subject. Only candidates selected for an interview will be contacted.