



POSITION TITLE: Manager, Accounting and Marketing

Black Bird Management Ltd. is a privately owned forest management company, responsible for the sustainable management of 58,000 acres of forested land north of Sault Ste. Marie, Ontario. Black Bird is also expanding its interests into non-timber products (Syrup and maple water) and has undertaken the construction of a processing facility. We are currently seeking to fill a position of Manager of Accounting and Marketing within our company to work in Sault Ste. Marie, Ontario.

Primary Focus

Reporting to the CEO, you will be responsible for managing Black Bird Management Ltd. financial, marketing and administrative tasks.

Skill Set

- Sound knowledge of bookkeeping and business accounting practices.
- Good organization and time management skills.
- Excellent communication skills. Multilingual is an asset.
- Superior computer software skills including above average knowledge of word processing, spread sheet, graphic/presentation and accounting (Sage 50). Experience with website design is beneficial.
- Demonstrated progressive experience as a clerical/administrative assistant.

Working Conditions

The majority of the Office Manager's (90 percent) time is spent at Black Bird's main office in Sault Ste. Marie, Ontario. Incumbent may be required to travel in order to market maple products at the company's expense (5 percent). The remaining time (5 percent), will entail local travel to other firms/businesses within the city of Sault Ste. Marie to perform specific business functions related to this position.

Position functions

- Provides general accounting and bookkeeping services such as accounts payable, receivable and payroll.
- Assists in working with financial auditors.
- Tracks expenditures and revenues and provides supporting documentation on request of Ownership or CEO.
- Takes the lead in website development and management.
- Develops a marketing plan for timber and maple products. This will require website development, meetings/phone calls with prospective clients, and utilization of other marketing opportunities (e.g. fairs, conventions, social media).
- Provide office management services to the CEO and staff.



- Organizes business functions such as board meetings, staff meetings and travel arrangements.
- Maintains record systems for general company business and assists with data entry and information updates.
- Arranges for purchase of general office supplies and other equipment (e.g. Computers, stationary).

Salary will commensurate on experience. Flexible work hours can be negotiated.

Interested candidates may apply by sending a cover letter and resume to Black Bird Management Ltd., email address: Pat@black-bird.ca. **Closing date is September 14th, 2018.**

We thank you for your interest in this position, but regret that only those candidates selected for the interview process will be contacted.