



Finance Associate

Reports To	Controller	Location	Halifax
Type	Salary, Full-Time	Closing Date	April 22, 2018

Company Overview

Sysco is the global leader in selling, marketing and distributing food products, equipment and supplies to restaurants, healthcare and educational facilities, lodging establishments and other customers who prepare meals away from home. We have a forty year history of consistent success and now serve over 400,000 customers, delivering approximately 1.3 billion cases yearly. (NYSE: SYY)

For more information about Sysco Canada please visit www.sysco.ca or follow us @SyscoCanada at facebook.com/SyscoCanada; twitter.com/SyscoCanada or instagram.com/SyscoCanada

For a full list of opportunities, visit www.sysco.ca/careers

Role:

Reporting to the Controller, the Finance Associate is responsible for supporting finance and operational goals of the Company by assisting in the administration, file maintenance, and reporting duties of the Finance Department.

Role Responsibilities:

- ✔ Assist Finance Department with administrative duties, including data entry, filing, scanning, & compiling information;
- ✔ Complete vendor master file maintenance;
- ✔ Monitor compliance for COI/HHA;
- ✔ Assist in account reconciliations & other month end close activities;
- ✔ Respond to vendor requests;
- ✔ Assist with assembling / sending out EFT back-up;
- ✔ PCard administration;
- ✔ Preparation of ad hoc reporting and analysis as required; and Other duties and projects as assigned.

Qualifications/Skills/Job Requirements:

- ✔ Minimum of 2+ years in computerized accounting environment;
- ✔ Completion of post-secondary education in Business Administration considered an asset;
- ✔ Advanced skills with Microsoft Excel and proficiency in Word and Outlook;
- ✔ Dynamic team player who also works well independently;
- ✔ Strong organizational and time management skills; and
- ✔ Demonstrated ability to learn new tasks quickly and thoroughly.

Core Qualities for all Associates: Sysco's Leadership Framework Basics

Integrity & Accountability	Flexibility & Adaptability	Proactive Learning
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Internal candidates apply via the **Career Centre** on your HR Portal / ADP Workforce Now.

External candidates submit cover letter & resume via www.sysco.ca/careers

Sysco's Mission is to market and deliver great products to our customers with exceptional service.

Sysco's Vision is to be our customers' most valued and trusted business partner.

We offer our associates the opportunity to grow personally and professionally, to contribute to the success of a dynamic organization, and to serve others in a manner that exceeds expectations.

Sysco is committed to Employment Equity. Accommodations during the recruitment process are available upon request for candidates with disabilities.

Here's a sample of the many benefits Sysco associates enjoy:

- Comprehensive Flexible Benefits including Health and Dental, Health Care Spending and Wellness Accounts
 - Short-Term and Long-Term Disability
 - Life Insurance
 - Company Pension Plan
 - Group RRSP
 - Employee and Family Assistance
 - Stock Purchase Plan
 - Unlimited on-line learning through Sysco Interactive University
 - Sysco product discounts
 - Preferred vendor discounts
 - Free on-site parking
 - Employee appreciation events
- (*benefits may vary based on location or bargaining unit)