

We're Hiring

Accounting Office Manager

Glovertown Seafood Processing Facility

We are seeking a dedicated individual for the position **Accounting Office Manager** to join our seafood processing plant in Glovertown. Operating in Newfoundland and Labrador's vital seafood processing sector, our Glovertown facility processes a range of species including snow crab, mackerel, herring, and other locally harvested seafood, supporting local employment and coastal communities.

Reporting to the Plant Manager, the Accounting Office Manager should be flexible and able to work well with all departments. The Accounting Office Manager position involves overseeing financial procedures, from managing payroll to preparing financial reports, while also ensuring the office runs efficiently.

Responsibilities:

- Prepare and complete daily costing reports with accuracy and timeliness
- Oversee and coordinate daily office operations and administrative functions
- Reconcile costing reports to the general ledger and investigate discrepancies
- Manage inventory control processes, including monitoring and valuation
- Conduct variance analysis and provide reporting insights to management
- Oversee the shipping process for finished goods to ensure accuracy and efficiency
- Assist in the preparation and compilation of monthly working paper files and supporting documentation

Qualifications:

- Degree or program with a strong focus on accounting, combined with relevant experience.
- Strong knowledge of MS Office, including Word, Excel, PowerPoint and Outlook.
- Excellent interpersonal skills and project coordination experience are essential.

Salary will be commensurate with qualifications and experience. This is a seasonal position that will operate over a 6-month period between March to September.

Interested candidates should apply in writing to hr@oceanchoice.com by Wednesday, March 11, 2026.