



Student Finance Assistant (Summer Position)

Seasonal Full-Time Position - Summerside, PE

Amalgamated Dairies Limited (ADL) is a producer-owned cooperative celebrated for its excellence in dairy processing and foodservice distribution across Prince Edward Island. For over 70 years, ADL has transformed fresh, local milk into premium dairy products, including milk, cheese, cream, butter, and canned milk. Serving both our own brands and valued partner labels, ADL delivers trusted quality to customers across PEI and beyond.

Position Overview:

We are seeking a student to join our team as a Finance Assistant. This position offers hands-on experience in financial operations within a well-established cooperative environment.

As the ADL Student Finance Assistant, you will support our Finance team in the processing of accounts receivable and accounts payable transactions, working closely with experienced staff to develop practical skills in a professional finance setting.

The role requires someone who is detail-oriented, comfortable working with numbers and financial data, and approaches their work with accuracy and initiative.

This is an excellent opportunity for a student who wants to gain practical experience in finance and accounting within a trusted local organization.

Location: ADL Water St., 79 Water St., Summerside, PE

Wage Rate: \$19.00 / hour

Key Responsibilities:

- Perform payment applications and ensure accurate and timely posting to customer and vendor accounts.
- Complete cheque runs and support the timely processing of vendor payments.
- Code invoices for accounts payable, ensuring proper allocation and documentation.
- Perform account reconciliations, identifying and resolving discrepancies in a timely manner.
- Perform other related duties as required.

Requirements:

- Currently enrolled in post-secondary studies and returning to full-time studies in Fall 2026.
- Enrolled in a program related to Accounting, Business, or Finance is considered an asset.
- Familiarity with accounting software or ERP systems is considered an asset.
- Strong computer skills, including proficiency in Microsoft Excel and Word.
- High attention to detail and commitment to accuracy in data entry and financial processing.
- Strong organizational skills and ability to manage multiple tasks within deadlines.
- Ability to work both independently and as part of a team.

To apply, please visit www.adl.ca/careers and complete the application process.

Competition ends April 6, 2026

We thank all applicants for their interest, however only those selected for interviews will be contacted.

ADL is committed to the principle of equal opportunity in its employment practices and to providing an environment free from discrimination and harassment for all employees.