

MANITOBA START JOB OPPORTUNITY BROADCAST (J.O.B.) ADVERTISEMENT

POSITION	ACCOUNTING CLERK/RECEPTIONIST
JOB NUMBER	3117
NUMBER OF POSITION/S	1
NOC CODE	1111
CLOSING DATE	2018-01-24
LOCATION	Winnipeg, MB Downtown
ACCESSIBLE BY TRANSIT	Yes
HOURS PER WEEK	TBD
HOURLY WAGE RANGE	TBD
JOB TERMS	Full time
JOB DESCRIPTION	This position involves considerable client contact as first line phone reception and continued interaction with respect to accounting functions. Strong verbal and written English skills required
JOB DUTIES	<p>Responsibilities and Duties</p> <ul style="list-style-type: none"> - The Accounting Clerk performs a variety of general accounting support tasks including Invoicing, Banking, Accounts Receivable and Accounts Payable etc. - Primary Telephone Receptionist duties - Verifying the accuracy of invoices, purchase orders, and other accounting documents or records. - Update and maintain accounting journals, ledgers and other records detailing financial business transactions (e.g., disbursements, expense vouchers, receipts, accounts payable). Enters data into computer system using Quickbooks - Compile data and prepare a variety of reports - Reconciles records with internal company employees and management, or external vendors or clients - Recommends actions to resolve discrepancies - Investigates questionable data - General office duties
QUALIFICATIONS, REQUIREMENTS & SKILLS	<p>Qualifications and Skills</p> <ul style="list-style-type: none"> - Competency in Microsoft applications including Word, Excel and Outlook. - Organizational, verbal and written communication skills a must - Experience in a Professional Services environment is a definite asset - Attention to detail is a requirement - Requires 2 years Accounting experience
OTHER DETAILS	<p>Benefits</p> <ul style="list-style-type: none"> - Cost shared Medical and Dental benefits after 90 days - Deferred Profit Sharing Plan after 1 year

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OTHER DETAILS	- Full gymnasium on site
APPLICATION PROCESS	Send targeted resume Apply through your CC
APPLICATION DETAILS	Please kindly send your TARGETED resume to your CAREER COACH via e-mail. Please indicate job number and the title in your application.
JD	Cheryl Simoens