



# JOIN OUR TEAM!

## ACCOUNTING CLERK

WESTMAN COMMUNICATIONS GROUP is seeking applications from energetic, highly motivated individuals to become part of our team. Westman is a successful, fast-paced and dynamic organization, with a positive, team-oriented work environment. We offer competitive compensation including a comprehensive and unique benefits package. Leverage your knowledge with a local technology leader.

### Key Responsibilities

- Assist with the preparation of month end and year end financial reports.
- Provide clerical and accounting assistance as required, including accounts payable, capital reporting, and regulatory reports.
- Assist with the reconciliation of general ledger accounts and the preparation of reports.
- Provide timely and accurate information and reports on a daily, weekly and monthly basis.
- Assistance in the preparation of yearly audit file, financial statements and annual budgets.
- Ensure all corporate policies and procedures are being followed.

### Qualifications

- Completion of post secondary courses in Accounting, Finance, Business Administration or a related field or one year of equivalent related experience
- Experience with budget, accounting, and accounting reporting systems
- Experience with Sage (Accpac) will be considered an asset
- Effective attention to detail and a high degree of accuracy
- High level of proficiency with Microsoft Office suite. Specifically, Excel, Outlook and Word
- Demonstrated communication, and interpersonal skills, especially with both technical and financial backgrounds
- Exceptionally organized, with proven ability to perform under tight deadlines, while prioritizing multiple responsibilities
- Bondable

As an equal-opportunity employer, we encourage applications from all qualified individuals. While we thank each applicant for their interest, only selected candidates will be contacted.

**Deadline for applications:** 4:30PM on Wednesday, July 4, 2018

When applying for this position, **please reference the position title in the subject line and/or the body of the e-mail and/ or cover letter.**

**Please submit your cover letter and resume to:**

Human Resources Manager  
Westman Communications Group  
1906 Park Avenue  
Brandon, MB R7B 0R9  
E-mail: [hr@westmancom.com](mailto:hr@westmancom.com)

