**Job Opportunity**

**Position:** Accounting Technician - Competition 2022-16R  
**Condition:** Full-Time Permanent  
**Department:** Finance & Administration  
**Location:** Winnipeg, MB  
**Closing Date:** April 5, 2022

**OVERVIEW:** Reporting to the Director of Finance, the Accounting Technician will work with the finance team, management, and employees to ensure all accounting and processing is completed with high degrees of accuracy, ensure issues are resolved quickly within the guidelines of the policy and legislation requirements. The Accounting Technician will be responsible for supporting the finance team with all day-to-day tasks.

**KEY RESPONSIBILITIES:**

- Reconciling of Accounts Receivables, bank reconciliations, prepaid reconciled on a monthly.
- File GST remittance, reconcile Revenue Accounts, record Journal Entries as needed on a monthly/annually basis.
- Assist and train finance staff as needed on processes and reconciling.
- Assist in the annual audit and monthly Visa Reconciliation.
- Assist team members by performing other duties and provide coverage within the finance department.

**QUALIFICATIONS:**

- Post-secondary diploma/degree with a specialization in finance is preferred and a combination of education and experience may be considered.
- Several year’s work experience and strong knowledge of accounting is required.
- Experience using SAGE accounting software would be considered an asset.
- Strong proficiency in MS Outlook, Word and Excel is considered a strong asset.
- Working knowledge of basic accounting practices is a requirement.
- Strong interpersonal skills and ability to work in a fast-paced environment with a high attention to detail.
- Ability to work independently with minimal supervision.
- Ability to maintain the highest level of confidentiality.
- Must provide a current satisfactory Criminal Record Check (including Vulnerable Sector), Child Abuse Registry and Prior Contact Checks as a condition of employment.

For the best results please apply directly through bamboohr.com using the following link:

[https://saihr.bamboohr.com/jobs/?source=shawenim-abinoojii](https://saihr.bamboohr.com/jobs/?source=shawenim-abinoojii)

WE THANK ALL WHO APPLY HOWEVER ONLY THOSE CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED. PREFERENCE WILL BE GIVEN TO INTERNAL CANDIDATES, SOUTHEAST COMMUNITY MEMBERS AND SELF-DECLARED CANDIDATES (INDIGENOUS, INUIT OR METIS).