

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

POSITION	FINANCE COORDINATOR
JOB NUMBER	2164
NUMBER OF POSITION/S	5
NOC CODE	0111
CLOSING DATE	No Closing Date
LOCATION	Winnipeg, MB Downtown
ACCESSIBLE BY TRANSIT	Yes
HOURS PER WEEK	40
HOURLY WAGE RANGE	TBD
JOB TERMS	Full time
JOB DESCRIPTION	<p>Areas May Include:</p> <ul style="list-style-type: none"> Accounts Payable Accounts Receivable Payroll General Ledger
JOB DUTIES	<p>As a Coordinator, Finance you will be entrusted with:</p> <ul style="list-style-type: none"> - Reconcile sales and revenue posting - Post and apply incoming payment to customer accounts - Ensure incoming electronic funds are cleared off the bank account in a timely manner - Investigate payment discrepancies by effectively communicating with customers - Process journal entries and AR uploads on a daily basis - Analysis of sales audit balance sheet accounts - Support junior colleagues and management with work related issues - Liaise with other teams within the organization as well as externally and provide exceptional communication and customer service skills to all levels of the business - Various other duties as required depending on the role the department falls under
QUALIFICATIONS, REQUIREMENTS & SKILLS	<ul style="list-style-type: none"> - Time management skills, with the ability to prioritize and multitask daily activities in a fast paced environment - Strong working knowledge in Microsoft Office Suit (Excel and Outlook) - Strong oral and written communication skills - Strong administrative skills with attention to detail and commitment to excellence - Professional demeanor - Team oriented with positive attitude and willingness to learn and grow - Enrollment in an accredited accounting program would be considered an

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

QUALIFICATIONS, REQUIREMENTS & SKILLS	asset - Ability to communicate in French is not necessary but will be considered an asset - Please note some of the roles would be term positions _____
APPLICATION PROCESS	Send targeted resume Apply through your CC
APPLICATION DETAILS	Apply through your Career Coach directly by sending an email with your targeted resume. Indicate the JOB NUMBER(s) & specific POSITION(s) in your application.
JD	Murray Beakley