

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

POSITION	ACCOUNTING AND FINANCE COORDINATOR
JOB NUMBER	2810
NUMBER OF POSITION/S	1
NOC CODE	0111
CLOSING DATE	No Closing Date
LOCATION	Winnipeg, MB Downtown
ACCESSIBLE BY TRANSIT	Yes
HOURS PER WEEK	TBD
HOURLY WAGE RANGE	TBD
JOB TERMS	Full time
JOB DUTIES	<p>Post and apply incoming payments to customer accounts.            Ensure incoming electronic funds are cleared off the bank account in a timely manner.            Processing journal entries relating to payment processing.            Investigate payment discrepancies by effectively communicating with customers.            Handling incoming internal and external customer inquiries.            Provide exceptional communication and customer service skills to all levels of the business.            Liaise with other teams within the organization.            Various duties as required.</p>
QUALIFICATIONS, REQUIREMENTS & SKILLS	<p>Strong computer skills, specifically Microsoft Office Suite (Excel, Word, Outlook, One Note).            Professional demeanor.            Analytical and time management skills with the ability to multi-task in a fast paced environment.            Proven verbal and written communication skills.            Strong customer service and problem solving skills.            Keen attention to detail and commitment to excellence.            Team oriented with positive attitude and willingness to learn and grow.            Previous experience with SAP is not necessary but will be considered an asset.            Enrollment in an accredited accounting program would be considered an asset.            Bilingual in French would be an asset.</p>
APPLICATION PROCESS	<p>Send targeted resume            Apply through your CC</p>
APPLICATION DETAILS	Kindly send your targeted resume to your Career Coach via email. Please

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<b>APPLICATION DETAILS</b>	indicate the job title and job order number in the application.
<b>JD</b>	Murray Beakley