



Accounts Payable Clerk (NOC 1431)

4 Tracks Ltd.

Number of positions: 1

Job Start date: As soon as possible

Wage: \$20.50/hour, 40 hours/week

Terms of employment: Permanent, Full Time

Education: Completion of secondary school or college or other courses certified by the Certified General Accounts Association of Canada

Experience: A minimum of one year experience in accounting

Languages: English

Benefits: Medical, Dental, Disability, Life Insurance, Group Insurance, Vision Care Benefits

Vacation: 10 days of paid vacation in a year

Specific Skills: Calculate, prepare and issue documents related to accounts such as bills, invoices, inventory reports, account statements and other financial statements using computerized and manual systems; Code, total, batch, enter, verify and reconcile transactions such as accounts payable and receivable, payroll, purchase orders, cheques, invoices, cheque requisitions, and bank statements in a ledger or computer system; Compile budget data and documents based on estimated revenues and expenses and previous budgets

How to Apply

By mail

374 Eagle Drive, Box 107 RR#2, Group 200

Winnipeg, Manitoba R3C 2E6

By email

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