

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

POSITION	ACCOUNTANT
JOB NUMBER	3874
NUMBER OF POSITION/S	TBD
NOC CODE	1311
CLOSING DATE	2021-03-31
LOCATION	Winnipeg, MB Downtown
ACCESSIBLE BY TRANSIT	Yes
HOURS PER WEEK	40
HOURLY WAGE RANGE	TBD
JOB TERMS	Full time
JOB DESCRIPTION	<p>We are searching for an Accountant, data detective, problem solver and reconciler extraordinaire to join our team.</p> <p>Why work with us?</p> <ul style="list-style-type: none"> - You get to challenge yourself daily with interesting work with a Top Employer - We invest in our people, assets, and our community - Work alongside an experienced team with opportunities to learn and develop your career - Be recognized for your talent and contributions with a solid total compensation package <p>You'll fit in great if you:</p> <ul style="list-style-type: none"> - Take extreme pride in the work you complete; - Provide open communication and accept suggestions; - Are comfortable working in a changing environment while staying organized; and - Pay close attention to a task or job to make sure it is done properly and without any errors.
JOB DUTIES	<p>Reporting to the Accounting Supervisor, the Accountant is responsible for day-to-day accounting tasks and monthly adjustments for our portfolio of commercial properties in the United States, including:</p> <ul style="list-style-type: none"> - Daily processing of cash receipts; - Verifying Accounts Payable coding; - Preparing monthly bank reconciliations and GST remittance; - Reviewing revenues per rent roll vs. G/L; - Reconciling operating cost recovery adjustment; - Verifying mortgage and property tax payments to schedule/statement; - Journalizing period adjustments to assets and intangibles (including deferred rents, prepaid expenses, amortization, etc.); - Preparing balance sheet reconciliation; and - Compiling monthly files, and audit files on a quarterly basis.

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QUALIFICATIONS, REQUIREMENTS & SKILLS	1-2 years accounting experience; - Post-secondary diploma or degree majoring in accounting; - Intermediate experience in MS Excel and above average data entry skills; and - Real estate and Yardi experience considered assets.
OTHER DETAILS	When you apply to this post, your application will be placed on an inventory for future vacancies. As positions become available, applicants who meet the qualifications may be contacted for further assessment.
APPLICATION PROCESS	Send targeted resume Apply through your CC
APPLICATION DETAILS	Please kindly send your TARGETED resume to your CAREER COACH via email. Please indicate the job number and title in your application.
JD	Precious Babalola