

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

POSITION	ACCOUNTING CLERK (6 MONTH TERM)
JOB NUMBER	4071
NUMBER OF POSITION/S	1
NOC CODE	1431
CLOSING DATE	2021-10-15
LOCATION	Downtown
ACCESSIBLE BY TRANSIT	Yes
HOURS PER WEEK	40
HOURLY WAGE RANGE	TBD
JOB TERMS	Full time
JOB DESCRIPTION	<ul style="list-style-type: none"> - The employer is currently seeking a highly dependable, detail-oriented professional to fill the role of Accounting Clerk for a 6-month term. - Providing administrative and accounting support, the successful candidate will manage day-to-day activities including inventory analysis, bank reconciliations, coding invoices, processing accounts payable and providing reception relief. - This position is ideally suited for individuals who are well organized and have excellent analytical skills.
QUALIFICATIONS, REQUIREMENTS & SKILLS	<ul style="list-style-type: none"> - Accounting Diploma and/or prior experience in an accounting environment - Proficiency with Microsoft Office Word, Excel, PowerPoint & Outlook - Outstanding communication skills - Basic accounting experience in a high volume environment would be an asset but is not required
OTHER DETAILS	<ul style="list-style-type: none"> - A background check consisting of criminal record and professional references will be conducted. - The successful applicant will be required to pass the background check to the satisfaction of the employer prior to offer of employment.
APPLICATION PROCESS	<p>Send targeted resume Apply through your CC</p>
APPLICATION DETAILS	<p>Please kindly send your TARGETED resume to you CAREER COACH via e-mail. Please indicate the job number and the title in your application.</p>
JD	Norm Mayer