



Epic Opportunities for you!

Accounting Clerk-Term Position (Nov 2020-May 2021)

Epic Opportunities is a vibrant, diverse workplace which offers a wide range of career opportunities for enthusiastic, qualified people who have the skills, experience and the character needed to help us accomplish our vision and mission while living out the organizational values.

Currently we are seeking a dynamic individual who has strengths in attention to detail, organization, multitasking and working with financial information to ensure integrity and excellence in our accounting practices. This accounting opportunity in the non-profit sector will appeal to someone with excellent interpersonal and communication skills, and strategic thinking capabilities.

This is a full time (80 hour bi-weekly) term position, Monday to Friday until May 2021.

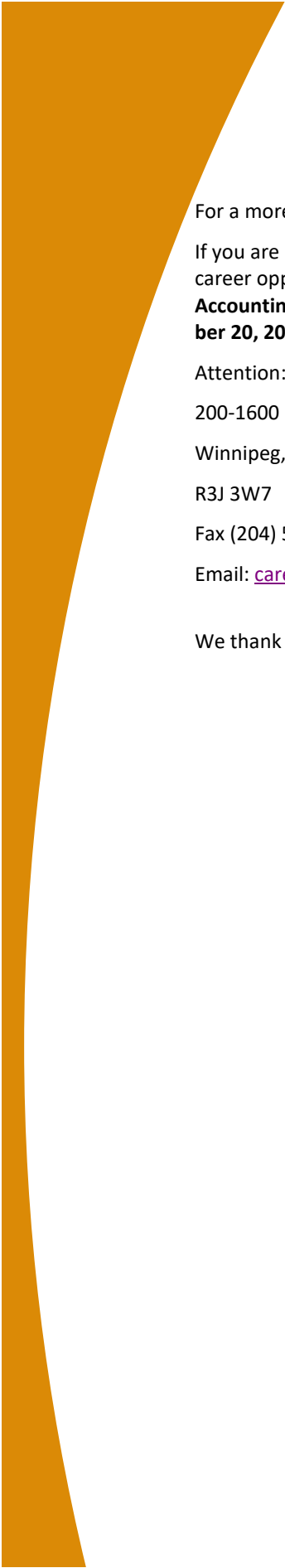
Qualifications & Requirements:

Education & Experience

- College or University level Accounting degree and enrolled or planning to enroll in CPA program.
- Minimum 2 year's experience in an accounting capacity, preferably in a non-profit environment.
- Combination of related education and experience may be considered.
- Excellent working knowledge of the following programs; QuickBooks Professional, Windows, Microsoft Word, Excel & Outlook.

Skills & Abilities

- Demonstrate a commitment to the mission and vision of Epic Opportunities.
- Consistent demonstration of professional business etiquette and communication.
- Advanced professional accounting skills, excellent understanding of accounting standards and practices.
- Meticulous attention to detail.
- Accurate word processing and excellent grammar/writing skills.
- Highly organized with excellent file management skills.
- Ability to prioritize work in a busy environment and meet time deadlines.
- Ability to work independently and as part of a team.
- Proven analytical reasoning and problem solving skills.
- Reliable and responsible.
- Strong interpersonal skills with a proven ability to work with a variety of individuals.
- Must provide a Criminal record check with VSS, Child Abuse registry and an Adult Abuse check at hire (at the applicants own expense).
- A valid Driver's license and access to a vehicle is required.



For a more detailed job description, please visit our website at www.epicmb.ca.

If you are interested in being apart of a unique organization and looking for an interesting and challenging career opportunity we want to hear from you! Please send your resume and cover letter with reference to **Accounting Clerk- (Term Position)** outlining how you meet the job qualifications and requirements, by **October 20, 2020**.

Attention: Human Resources

200-1600 Ness Ave.

Winnipeg, MB

R3J 3W7

Fax (204) 560-2829 or

Email: careers@epicmb.ca

We thank all applicants in advance; only those chosen for interviews will be contacted.