

# Accounting Clerk Guest Experiences (one year term)

**Job Number:**

2022-56-NIE

**Department:**

Finance & Technology

**Close Date:**

06/23/2022

**Professional Areas:**

Finance

**Description:****Who we are:**

Creating the future vision for one of Winnipeg, Manitoba, Canada's most prized treasures, Assiniboine Park Conservancy (APC) is the not-for-profit organization that oversees Assiniboine Park's operations and ensures its ongoing redevelopment and financial viability. Our team is inspired to create and deliver extraordinary experiences for the people who visit and use the Park and Zoo including building friendly, supportive, effective relationships with stakeholders, community and the general public. We want to be a place where people share the wonders of nature in a way that inspires them to conserve it for the future.

**The Role:**

We are seeking a one year term (with potential for extension) Accounting Clerk who will report to the Accounting Supervisor, Guest Experiences and is responsible for verifying, preparing, and processing data related to the maintenance of a complete and accurate general ledger while adhering to company policies, guidelines, and standards. As part of the Finance department, the Accounting Clerk will also be responsible for supporting the development and coordination of APC accounting and control functions for a park-wide operation and re-development.

**Responsibilities:**

- Perform daily sales reconciliations and prepare journal entries.
- Perform daily cash room duties and running transaction reports.
- Prepare bank deposits and ensure the deposits are transferred to armored car service.
- Assist in administration of Cash Office, including cash machine maintenance, creating user IDs and floats, user training, responding to inquiries, troubleshooting, ensuring sufficient cash is available for floats and placing cash orders as required.
- Issue invoices.
- Process payments, cheques, and cash receipts.
- Prepare weekly cheque deposits using Cheque Pro.
- Review all outstanding receivable items and follow-up with APC individuals and/or customers.
- Download merchant services and bank statements on a monthly basis.
- Review and process invoices to ensure they are appropriately approved, coded, and entered into Financial Edge.

- Assist in review vendor statements for outstanding invoices.
- Support the APC audit process and assist in preparing year-end audit documentation.
- Prepare month-end journal entries, cash machine audits, and reconciliations.
- Monitor Financial Services email.
- Coordination of gift card program.

**Required Qualifications:**

- A degree or diploma in accounting or business administration.
- 1 to 2 years related accounting experience, including experience in accounts receivable.
- Proven ability to work in the MS office suite including strong proficiency with Microsoft Excel (LOOKUPS, Pivot tables) and Word.
- Financial Edge/NXT experience considered an asset.
- Strong analytical and critical thinking skills with a high degree of accuracy and attention to detail with the ability to multi-task and set priorities to meet deadlines in a fast-paced environment.
- Proficient typing and data entry skills.
- Excellent communication skills, both verbal and written.
- Demonstrated ability to maintain confidentiality.
- Experience in a not-for-profit organization and/or retail services environment considered an asset.
- Ability to work both independently and as a part of a team.
- An equivalent combination of education and experience may be considered.

**What we have to offer:**

- Comprehensive employer paid Health and Dental Plan
- Minimum of three (3) weeks paid vacation annually
- Employee Assistance Plan
- An Inclusive work environment
- Zoo membership
- Free parking
- Park discounts
- Beautiful Park setting
- Free Parking
- Zoo Membership

APC is committed to employment equity and encourages applications from women, Indigenous people, underrepresented community members, and persons with disabilities. Accommodations are available upon request during the assessment and selection process.

If selected for an interview, candidates must provide proof of Covid-19 fully vaccinated status.

**How to apply:**

All interested applicants can submit their résumé and cover letter, stating their wage expectations on our career website:

<https://www.assiniboinepark.ca/careers>

Deadline to apply: June 23, 2022