

Accounting Clerk

Job Number:

2022-67-NIE

Department:

Finance

Close Date:

06/23/2022

Professional Areas:

Finance

Salary Range:

\$35,300-\$48,000

Description:**Accounting Clerk****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 an Accounting Clerk

The Accounting Clerk will report to the AP Accountant and is responsible for verifying, preparing, and processing large volumes of data related to the maintenance of a complete and accurate general ledger while adhering to company policies, guidelines, and standards.

Responsibilities:

- Entering and coding invoices.
- Reconciling supplier account statements.
- Processing a high volume of invoices and investigating invoice discrepancies.
- Liaising with vendors as required.
- Issuing and receipting purchase orders.
- Assisting with payment runs.
- Preparing month-end journal entries.
- Reconciliation of general ledger accounts.
- Opening, sorting, and distributing mail.
- Performing other duties as required.

Required Qualifications:

- A degree or diploma in accounting or business administration.
- Experience working in an office environment; accounts payable and/or accounts receivable experience would be a benefit.
- A combination of related accounting education and work experience will be considered.
- Working experience MS office suite including Microsoft Excel.
- Financial Edge/NXT experience an asset.
- Experience in a not-for-profit organization considered an asset.
- Strong analytical and critical thinking skills.
- The ability to prioritize work and handle multiple tasks.
- Strong attention to detail.
- Excellent communication skills.
- Proficient typing and data entry skills.

What we have to offer:

- Comprehensive Health and Dental Plan
- Participation in APC's group RRSP plan with 6% employer contribution
- Minimum of three (3) weeks paid vacation annually
- Paid sick leave and long term disability plan
- Employee Assistance Plan
- An Inclusive work environment
- Zoo membership
- Free parking
- Park discounts
- Beautiful Park setting

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