



Finance Officer (NOC 12200)

Description

Humphry Inn & Suites is looking for a finance officer (NOC 12200) to join our team in Winnipeg, Manitoba.

Duties

- Manage and process all incoming invoices and bills, ensuring timely and accurate entry into accounting software.
- Review vendor and credit card statements to verify payables, reconcile discrepancies, and follow up on missing invoices.
- Reconcile monthly transactions from sales channels (multiple websites), credit cards, payment systems, checks, and bank accounts, and prepare related reports.
- Process and allocate recoverable expenses while ensuring accuracy.
- Assist in preparing month-end financial reports, including accruals, adjustments, and reconciliations of bank and credit card transactions.
- Calculate and issue monthly expenses based on contractual agreements.
- Ensure compliance with company policies, accounting standards, and federal/provincial regulations.
- Maintain an organized accounting filing system and assist in financial statement preparation by coordinating with the accountant.
- Continuously assess and improve internal financial processes for better efficiency.

Closing Date

December 31, 2025

Categories

Business, Finance and Administration

Employer

Theo C Limited -
Humphry Inn & Suites

Location

Downtown

Address

260 Main Street
Winnipeg, R3C 1A9

Job Type

Permanent

Education Level

College

Wage

\$23.50 - \$23.50

Qualification

Completion of a college program in accounting, bookkeeping or a related field or previous experience as a financial or accounting clerk are required.

Email

admin@humphryinn.com