



## Accounting Clerk (Summer Term) - Brandon, MB

### Description

**WESTMAN COMMUNICATIONS GROUP** (Westman) is seeking applications from energetic, highly motivated individuals to become part of our growing team!

Westman is an industry-leading communications provider based in Brandon MB, offering residential and commercial High-Speed Internet, Digital TV, and Phone services in communities across Manitoba. Established in 1977, as a locally owned and operated cooperative, Westman is dedicated to delivering competitive and innovative services, providing an exceptional member experience, and supporting the communities we serve.

### What we have to offer:

- Competitive compensation package.
- Various Learning and Development initiatives, and opportunities to grow within our team!
- Opportunity to participate in company events and activities and enjoy our company perks!

### What you'll do:

- Assist with various accounting duties including balancing cash and cheques, preparing daily bank deposits, handling of post-dated cheques, preparing bank reconciliations, entering monthly capital entries, and more.
- Accurately key accounts receivable sub-ledger entries and related general journal entries,
- Prepare reconciliations for various balance sheet accounts.
- Aid in the completion of month end and year end processes, as well as preparing and finalizing monthly

### Closing Date

May 11, 2025

### Categories

Rural Opportunities

### Employer

Westman  
Communications  
Group

### Location

Rural

### Address

1906 Park Avenue  
Brandon, Manitoba

### Job Type

Temporary

### Education Level

Other

department statements.

- Assist in completing the monthly cash over and short report.
- Provide back up and support for various positions and functions.

## **Qualification**

### **What you'll bring to the team:**

- Grade 12, plus minimum 1 year of post-secondary education in Accounting, Finance, Business Administration, or equivalent experience.
- Minimum of 1 year of customer service and computer data entry is required.
- Experience in banking, handling cash transactions, daily balancing, and recording of cash for deposit preparations is considered an asset.
- Knowledge of computerized accounting programs is considered an asset.
- Computer knowledge and experience with Microsoft Excel or similar software.
- Superior, unquestionable ethical standards with ability to handle confidential information.