



Accounting technician (NOC 12200)

Description

We're seeking a detail-oriented and organized accounting technician to ensure our financial and administrative operations are accurate, streamlined, and supportive of our mission-driven clinic environment.

Responsibilities:

- Record and reconcile financial transactions.
- Maintain general ledgers, post journal entries, reconcile accounts, and prepare trial balances.
- Assist in generating monthly and year-end financial statements.
- Process payroll, issue payments (payroll, taxes, utilities, etc.), and manage disbursements.
- Prepare and submit government filings—including tax remittances, pension contributions, and workers' compensation forms.
- Support individual clients and staff with personal bookkeeping needs and tax return preparation.
- Generate clear financial, statistical, and performance reports to support clinic operations.
- Propose process improvements and ensure adherence to internal

Closing Date

September 1, 2026

Categories

Business, Finance and Administration

Employer

Maples Chiropractic

Location

Inkster

Address

1297 Jefferson Ave Winnipeg, R2P 1S7

Job Type

Full-time

Education Level

High School

Email

hiring.mapleschiropractic@gmail.com

policies and regulations.

Qualification

- College, CEGEP or other non-university certificate or diploma from a program of 1 year or 2 years.
- Training in accounting, bookkeeping, or a related field.
- Proficiency with bookkeeping software and MS Office (Excel, Word).
- Strong knowledge of payroll, tax regulations, and general accounting principles.
- Exceptional attention to detail and accuracy.
- Strong organizational skills with the ability to prioritize and meet deadlines.
- Goal-oriented, self-motivated, and able to work independently or as part of a team.
- Analytical mindset with problem-solving abilities.
- Excellent written and verbal communication skills.

Nice-to-have assets:

- Previous experience in a small-to-medium business or professional services environment.
- Ability to handle multiple priorities and adapt to changing demands.
- A collaborative attitude with a commitment to continuous improvement.

Benefits:

- Opportunity to grow within the accounting and finance fields.
- Health Care Plan
- Wellness program

Pay: 23.50 CAD/Hour | 37.50 Hours per week

Job Type: Full - time | Permanent

Address: 1297 Jefferson Ave,
Winnipeg, Manitoba R2P 1S7