



Finance Officer

Description

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

Job Title: Finance Officer

Job Type: Full-Time, Permanent

Work Location: 260 Main Street, Winnipeg, Manitoba, R3C 1A9

Wage: \$25.50/hour

Working Hours: 35 hours per week

Start Date: As Soon As Possible

Language: English

Vacancy: 1

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.

Closing Date

December 31, 2026

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

\$25.50 - \$25.50

- 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.

Email

admin@humphryinn.com

Qualification

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