



Professional Employment Opportunity

AWASIS AGENCY OF NORTHERN MANITOBA
Unit: Thompson Central Office (TCO)
Location: 701 Thompson Drive, Thompson, MB

Position: Accounting Clerk II
Full-Time Permanent

Responsibilities:

Reporting to the Finance Officer, the Accounting Clerk II is responsible for assessing, processing, preparing and completing accounts payable and receivable documents, journal entries, and sharing with the Accounting Clerk III & Maintenance Clerk the posting functions on a daily basis into the Accounts Payable system.

There is a requirement for thorough knowledge of the policies, procedures and regulations of the agency. The position involves public contact which requires explaining or defending relatively complex or controversial regulations or procedures. There is a requirement to demonstrate initiative by offering solutions when problems or discrepancies are identified in the system. There is a requirement to be a team player.

Qualifications:

- Post-secondary education in finance, accounting or related field
- A minimum of 2 years of experience working in accounts payable / receivable
- Experience with accounting software
- Exceptional attention to detail and assessment skills
- Experience with data entry
- Ability to adhere to confidentiality when working with sensitive information
- Analytical problem solving and conceptual skills
- Must have good verbal and written communication skills

Working Conditions:

- Must have satisfactory Prior Contact Check, Criminal Record Check, and clear Child Abuse Registry Check
- Above average written and verbal communication abilities required
- Must adhere to confidentiality when working with sensitive information

Salary: Awasis Agency offers a competitive salary and employee benefit package. Salary will commensurate with education and experience

Closing Date: Friday, March 15, 2019

Awasis Agency provides service to Indigenous children and families, therefore preference will be given to Indigenous applicants. Individuals interested in this challenging opportunity please reference **Competition # 2019-012** on your resume/cover letter in confidence to:

Human Resources Department
Awasis Agency of Northern Manitoba
Competition #2019-012
701 Thompson Drive
Thompson, MB R8N 2A2
Fax: 204-778-8428
Email: hr@awasisagency.ca

We thank all applicants who apply, however, only those selected for an interview will be contacted