



POSITION:

Accounting Assistant

LOCATION:

Allen & Bolack Excavating
Brandon, MB

START:

Immediately

Compensation:

To be negotiated based on experience

HOURS of WORK:

Full-Time, flexible to mutually agreed upon hours, as required at peak times i.e. month-end, fiscal year-end etc.

Position Description:

Jacobson & Greiner Group is currently hiring for the full-time position of Accounting Assistant. Working from our Allen & Bolack Excavating location, the Accounting Assistant will be responsible for assisting the Accounting Manager in preparation of monthly financial statements for a large multi-business unit.

Job duties:

- Prepare deposits and bank reconciliations;
- Enter and reconcile accounts payable invoices and prepare cheques;
- Assist the accounting manager in cash management;
- Preparation and filing of government remittances;
- Reconciliation of balance sheet accounts such as prepaid expenses and accrued liabilities;
- Inventory management including costing of inventory, and reconciling;
- Collaborates with other accounting staff to support and enable department to meet overall goals and objectives

Education & Experience:

- Diploma or Degree in Accounting and/or Business Administration;
- Minimum 1 years' experience in an accounting role;
- Experience working with construction, excavating, and gravel pit operations is considered an asset;
- Ability to work in a team setting and independently;
- Exceptional time management skills, working in a fast-paced environment;
- Excellent communication skills and ability to communicate complex issues to senior management;
- Detail orientated;
- Experience working with Microsoft software platform;
- Experience with Sage 300 and retail accounting software will be an asset.

Compensation and benefits:

- Comprehensive Group Benefits Program
- Competitive salary
- Educational assistance
- Opportunities for advancement

Apply method:

Email: humanresources@jandgggroup.ca

Fax: 204-728-5036

Mail or Drop Off:

2404 Park Avenue
Brandon, MB R7B 0S3

ATTN: Hiring Manager

IMPORTANT NOTES RELATING TO YOUR APPLICATION:

1. *Please clearly indicate the position you are applying for in your cover letter or email subject line.*
2. *We thank all who apply and advise that only those selected for further consideration will be contacted.*
3. *Successful applicants will be required to provide proof of licensure, including a clear driving abstract, upon hire, depending on the nature of the position.*