



COMPANY:

Powell Construction Ltd./Western Concrete Products Ltd.
Brandon, MB

POSITION:

Accounting Clerk

START:

February 2020

Compensation:

To be negotiated based on experience

Job duties:

- Prepare deposits and bank and credit card reconciliations
- Enter and reconcile accounts payable invoices and prepare cheques
- Assist the accounting manager with other account reconciliations
- Preparation and filing of government remittances
- Providing reception support and directing customer/supplier inquiries relating to concrete as required
- Preparing daily invoices
- Entering and reconciling customer payments
- Maintain office and cleaning supply inventory
- Filing and organization of accounting records
- Collaborates with other accounting staff to support and enable department to meet overall goals and objectives

Education & Experience:

- Mandatory- Diploma or Degree in Accounting and/or Business Administration; or 3 years experience in an accounting/administrative role in the concrete construction industry
- 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

Application procedure:

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.*