



## ACCOUNTING CLERK - SUMMER TERM

**WESTMAN COMMUNICATIONS GROUP** (Westman) is seeking applications from energetic, highly motivated individuals to become part of our growing team!

Westman is an industry-leading communications provider based in Brandon MB, offering residential and commercial High-Speed Internet, Digital TV, and Phone services in communities across Manitoba. Established in 1977, as a locally owned and operated cooperative, Westman is dedicated to delivering competitive and innovative services, providing an exceptional member experience, and supporting the communities we serve.

### What we have to offer:

- Competitive compensation package.
- Various Learning and Development initiatives, and opportunities to grow within our team!
- Opportunity to participate in company events and activities and enjoy our company perks!

### What you'll do:

- Assist with various accounting duties including balancing cash and cheques, preparing daily bank deposits, handling of post-dated cheques, preparing bank reconciliations, entering monthly capital entries, and more.
- Accurately key accounts receivable sub-ledger entries and related general journal entries,
- Prepare reconciliations for various balance sheet accounts.
- Aid in the completion of month end and year end processes.
- Complete the monthly cash over and short report.
- Provide back up and support for various positions and functions.

### What you'll bring to the team:

- Grade 12, plus minimum 1 year of post-secondary education in Accounting, Finance, Business Administration, or equivalent experience.
- Computer data entry or experience with computerized accounting programs is considered an asset.
- Telephone or other customer service related experience is considered an asset.
- Ability to manage and safeguard large influxes of cash; Banking or experience in handling cash transactions, daily balancing, or recording of cash is considered an asset.
- Computer knowledge and experience with Microsoft Excel or similar software.
- Superior, unquestionable ethical standards with ability to handle confidential information.

**DEADLINE FOR APPLICATIONS:** This position is open until filled.

*As an equal-opportunity employer, we are committed to an inclusive and barrier free environment at Westman Communications Group and encourage applications from all qualified individuals. If you require a reasonable accommodation at any point during recruitment process or would like to request this posting in an alternate format, please indicate by emailing [hr@westmancom.com](mailto:hr@westmancom.com) of the accommodation requirements. While we thank each applicant for their interest, only selected candidates will be contacted.*

Apply today to join our team at <https://westmancom.com/careers>  
and begin your exciting career journey with us!