



Accounting Clerk

Today, Nation West is a fast growing, industry leading Canadian Brokerage. We support clients on a national level through our home office in Winnipeg, MB and through our network of partners at the Canadian Broker Network. We work with multiple markets to ensure you're getting a broad range of product offerings, while experiencing great service, competitive prices, and comprehensive coverage.

Our roots date back to 1937 when we were known as C.W. Pooles & Co. Then in 2006 under new ownership we became a member of Coughlin Insurance Brokers. 2009 saw the acquisition of Regent Insurance Brokers. In 2012 a new era was launched, and Nation West was born. In 2015 Consumers Insurance was acquired. In 2021 Nation West joined the Canadian Broker Network.

Nation West believes in personalizing the customer experience. It's about developing innovative tools to improve their customer's insurance journey; whether in-person or mobile. We believe in building a diverse workforce of committed professionals. Our team is reflective of the community in which we are proud to serve.

Position Overview: We are seeking a detail-oriented and motivated individual to join our team as an Accounting Clerk. The successful candidate will play a crucial role in ensuring the accuracy and efficiency of our financial processes. As an Accounting Clerk, you will be responsible for a variety of tasks, including data entry, accounts payable and receivable processing, account analysis, reconciliation, and supporting payroll functions.

Key Responsibilities:

Data Entry:

- Accurately enter financial transactions into the designated accounting software.
- Maintain and update records of invoices, receipts, payments, and other relevant financial data.

Accounts Payable and Receivable:

- Process accounts payable invoices, ensuring adherence to payment terms and accuracy.
- Manage accounts receivable, including the generation and distribution of invoices, and tracking payments.

**Account Analysis and Reconciliation:**

- Conduct regular analysis and reconciliation of accounts to identify and resolve discrepancies.
- Collaborate with relevant departments to ensure accurate financial records.

Month-end and Year-end Closing:

- Assist in month-end and year-end closing procedures, contributing to the preparation of financial statements and reports.

Financial Reporting:

- Prepare various financial reports as required by management or regulatory bodies.
- Support the compilation of data for budgeting and forecasting processes.

Payroll Support:

- Assist in the accurate processing of payroll using designated software (e.g., Ceridian).
- Verify and input payroll-related information with precision.

Collaboration with Departments:

- Collaborate with other departments to address accounting discrepancies and provide necessary financial information.
- Act as a liaison between the finance department and other functional areas.

Confidentiality Maintenance:

- Safeguard the confidentiality of financial information and records.
- Adhere to security protocols and procedures in handling sensitive financial data.

Financial Record Maintenance:

- Maintain accurate and organized financial records for audit and reference purposes.
- Ensure compliance with relevant accounting standards and regulations.

Support for Audits:

- Assist in the preparation and coordination of internal and external audits.
- Provide documentation and explanations as needed during audit processes.

Software Proficiency:

- Demonstrate proficiency in accounting software (e.g., QuickBooks, Workday) and Microsoft Office applications (Word, Excel, Outlook).



Task Prioritization and Deadline Management:

- Effectively prioritize tasks to meet deadlines and manage a high volume of workload.
- Communicate proactively regarding resource needs or extensions.

Qualifications and Skills:

- Accounting Diploma or proven experience in a similar role.
- Proficient in data entry and math.
- Working knowledge of Microsoft Office.
- Attention to detail and accuracy.
- Excellent organizational and time management skills.
- Ability to prioritize tasks and meet deadlines.
- Familiarity with account analysis and reconciliation processes.

Note: This job description outlines primary responsibilities but is not exhaustive. Additional duties may be assigned as needed.



Its about our Community

Did you know, Nation West donates a portion of every new policy sold to Inclusion Winnipeg and various Humane Societies across Western Canada?

