



## **ACCOUNTING/ADMIN CLERK**

Are you looking for an opportunity to work in a positive team environment that provides growth and opportunity? Alliance Accounting Group is seeking an Accounting/Admin Clerk for their Hamiota Location.

This position provides accounting support to technicians, general administrative assistance and provides back-up frontline reception.

### **WHAT WE CAN OFFER YOU:**

- Monday to Friday daytime schedule
- Growth and training opportunities
- A comprehensive employee benefit package
- 3 weeks' vacation to start, and paid sick days
- RRSP matching program is provided

### **WHAT YOU WILL DO:**

- Accounting support including data entry and preparation within the tax, bookkeeping and AgriStability departments.
- Administrative support including data entry, package preparation and detailed filing.
- Provide frontline backup as needed including answering phones, booking appointments, and greeting clients.

### **WHAT YOU WILL NEED:**

- Basic understanding of bookkeeping practices and procedures
- One year of related experience required.
- Business Administration diploma preferred.
- Excellent organizational skill and attention to detail.
- Proficient in Microsoft Office programs
- Committed to delivering exceptional client service and high-quality work in a time efficient manner.

### **APPLY TODAY!**

To apply for this opportunity, please send your cover letter and resume to [apply@westcanhr.com](mailto:apply@westcanhr.com). For more information about this position, or for a detailed job description, call our office at 204-727-0008.

Only the applicants who are selected for further consideration will be contacted. We thank all jobseekers for their interest and potential application.



## **WHY SHOULD YOU WORK FOR OUR CLIENT?**

Alliance Accounting Group Chartered Professional Accountants Inc. is a dynamic accounting firm committed to delivering exceptional client service, high quality of work and innovative solutions for our clients. With staffed locations in Brandon, Hamiota and Birtle, they are committed to employing the latest technology and client service methods.

## **ABOUT WEST-CAN HR**

Our team of Recruiters and HR Professionals are experts at matching jobseekers with career opportunities. Our goal is to connect with jobseekers and support their job search by utilizing our community connections and Jobseeker Network.

If you apply for this position and selected for further consideration, this is our process:

1. We screen applicant resumes based on the required qualifications for the role.
2. We contact qualified individuals that are part of our Jobseeker Network to share the opportunity with them.
3. If selected, you will meet with the Lead Recruiter so we can learn more about you, your work experience, skills, and qualifications.
4. The top candidates are presented to the employer for selection. From there, we support the interviewing and hiring process.