



Accounting Clerk – One Year Term
Competition: #2021-22-22
Location: Brandon, MB

Manitoba Agricultural Services Corporation (MASC) has an exciting opportunity for you to be a part of a team that values building relationships, enables change, and supports the agriculture industry in Manitoba. Come join our team as we offer an engaging work environment, competitive pay, a comprehensive benefits package (including pension plan), and we encourage a healthy work-life balance.

Under the direction of the Accounting Supervisor, the Accounting Clerk is responsible for accounts payable in support of MASC and Manitoba Agriculture and Resource Development programs in a service centre.

MASC values innovation, excellence, collaboration, and accountability. We strive to enhance existing products and develop new products, transform service delivery to enrich the client experience, pursue customer driven organizational change, and maximize performance, engagement, and development of all employees.

MASC has five core competencies: communication, decision making, initiative & innovation, leadership, and organization. Competencies relate to every position at MASC and along with the technical requirements, are included in the qualifications for all positions at MASC.

ESSENTIAL QUALIFICATIONS:

- A Certificate in a related discipline or an equivalent combination of education and related experience may be considered.
- Experience in Accounts Payable.
- Experience interpreting and applying programs, policies, procedures and regulations.
- Experience entering and reviewing data with accuracy and attention to detail.
- Ability to provide customer service.
- Ability to maintain confidentiality.
- Experience using Microsoft Office 365 (SharePoint, OneDrive, Excel, Word, Outlook) in a cloud-based environment.
- Experience with computerized accounting.

DESIRED QUALIFICATIONS:

- Experience with Great Plains is an asset.

CONDITIONS OF EMPLOYMENT:

- Must be legally entitled to work in Canada.
- Must possess a valid driver's licence, access to a vehicle, and the ability to travel within the Province of Manitoba.

SALARY: \$42,498 – 48,607
CLOSING DATE: September 13, 2021
COMPETITION: #2021-22-22
APPLY IN WRITING TO: MASC – Human Resources
Unit 100 – 1525 First Street S.
Brandon, MB R7A 7A1
E-mail: hr@masc.mb.ca

We believe diversity strengthens our ability to provide excellent customer service in a positive work environment. We encourage all to apply. Only those selected for further consideration will be contacted.