



**Accounting Clerk – Claims Accounting
(1 Year Term)
Competition: #2021-22-35
Location: Flexible within Southern Manitoba
(Must travel to Portage la Prairie 1 or 2 days per week)**

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.

Reporting to the General Accounting Supervisor, the Accounting Clerk – Claims Accounting is responsible for maintaining the General Ledger and the payment of claims for Agrilnsurance, Hail, Wildlife, and other programs.

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:

- Degree in Commerce or Business with a specialization in Accounting, or equivalent combination of education and experience may be considered.
- Experience with general ledger accounting and financial reporting in accordance with accounting principles and practices
- Experience with account reconciliations
- Experience with variance analysis
- Experience using Microsoft Office 365 (SharePoint, OneDrive, Excel, Word, Outlook) in a cloud-based environment.
- Experience interpreting and applying program policies, procedures, and regulations
- Experience using computerized accounting software
- Ability to maintain accuracy and pay attention to detail, with strong analytical skills
- Ability to maintain confidentiality

Desired Qualifications:

- Knowledge of Agriculture, is an asset
- Experience with fund accounting, is an asset
- Experience auditing information for reasonableness, accuracy, and completeness, is an asset
- Experience with MS Great Plains, is an asset

Conditions of Employment:

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

SALARY: \$48,720 – 55,964 per annum
CLOSING DATE: **February 6, 2022**
COMPETITION: #2021-22-35
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.