



JOIN OUR TEAM!

Accountant, Full Time

Administration Branch, 3550 Portage Avenue (hybrid remote model available)

At the Y, our core purpose is to help grow great people. We are a charity committed to nurturing the potential of children, teens and young adults, promoting healthy living and fostering social responsibility. Working in a fast-paced environment, the **Accountant** is responsible for shared duties such as accounts receivable, accounts payable and general accounting and office support. As a CPA Manitoba pre-approved program office, this role provides an opportunity to fulfill the practical experience required to become a CPA.

Why work at the Y?

- Comprehensive benefits package where we pay your health and dental premiums
- Generous vacation entitlement that increases with years of service
- Complimentary individual membership with available family add-on
- 5% employer-matching pension plan
- Great people and a great work environment

What will you do?

- Process cheque runs, invoicing, receipting payments and tracking receivables
- Reconcile employee credit cards and advances
- Prepare and issue charitable tax receipts for donors
- Enter journal entries, payable and sales transactions
- Assist with annual financial statement audit as required
- Monitor, analyze and reconcile receivable and payable accounts

Are you the right fit?

- Self-motivated, detail oriented and organized
- Able to build rapport and strong relationships with managers and employees
- Able to provide clear direction and assistance to staff, verbally and in writing

What else do you need?

- Post-secondary education in Accounting
- 1 – 3 years of experience in a similar role (educational equivalent will be considered)
- Strong computer skills: Excel, Word and Outlook
- Strong time management and problem-solving skills

If you are looking to take your career to the next level, then the Y is the place for you! **Submit your cover letter and resume, including salary expectations by May 20, 2022 to:** Amber Legal, Controller at amber.legal@ymanitoba.ca

The YMCA-YWCA of Winnipeg is committed to providing a safe environment for children and vulnerable individuals. All applicants will be thoroughly screened through a review process including Police Record Checks with Vulnerable Sector Search and Child Abuse Registry Checks. We look forward to contacting qualified candidates.

If you are hired, prior to your start date and as a condition of your employment, you will be required to provide proof that you are fully immunized against COVID-19 or have a valid exemption.

Alternate formats available upon request

