



JOIN OUR TEAM!

ACCOUNTING CLERK - SUMMER TERM

WESTMAN COMMUNICATIONS GROUP (Westman) is seeking applications from energetic, highly motivated individuals to become part of our growing team!

Westman is an industry-leading communications provider based in Brandon MB, offering residential and commercial High-Speed Internet, Digital TV, and Phone services in communities across southwestern and central Manitoba. Established in 1977, as a locally owned and operated cooperative, Westman is dedicated to delivering competitive and innovative services, providing an exceptional member experience, and supporting the communities we serve. We empower our team to be innovative, team-oriented, community-based, and customer-focused, championing a culture centered around strong values.

Based in Brandon and reporting to the Manager, Finance & Accounting, the Accounting Clerk - Summer Term responsibilities include operation of the company's general ledger and financial reporting systems, maintaining financial records, and various other financial management and accounting duties. This position will gain exposure to various functions within an established finance department, allowing them to obtain valuable industry experience and complete meaningful work.

What you'll do:

- Assist with various accounting duties including balancing cash and cheques, preparing daily bank deposits, handling of post-dated cheques, preparing bank reconciliations, entering monthly capital entries, and more
- Accurately key accounts receivable sub-ledger entries and related general journal entries
- Prepare reconciliations for various balance sheet accounts
- Aid in the completion of month end and year end processes
- Complete the monthly cash over and short report
- Provide back up and support for various positions and functions

What you'll bring to the team:

- Minimum Grade 12, plus minimum 1 year of post-secondary education in Accounting, Finance, Business Administration, or equivalent experience
- Computer data entry or experience with computerized accounting programs is considered an asset
- Telephone or other customer service related experience is considered an asset
- Ability to manage and safeguard large influxes of cash; Banking or experience in handling cash transactions, daily balancing, or recording of cash is considered an asset
- Computer knowledge and experience with Microsoft Excel or similar software
- Strong mathematical skills and analytical skills
- Proven ability to accurately complete tasks and to balance/resolve discrepancies
- Effective and courteous interpersonal communication skills with both internally and externally contacts
- Demonstrated time-management and organizational skills with the ability to multitask
- Superior, unquestionable ethical standards with ability to handle confidential information
- High integrity and professional attitude

DEADLINE FOR APPLICATIONS: This position is open until filled.

Westman is a successful, fast-paced and dynamic organization, with a positive, team-oriented work environment. We offer competitive compensation including a comprehensive and unique benefits package. Leverage your knowledge with a local technology leader.

As an equal-opportunity employer, we encourage applications from all qualified individuals. While we thank each applicant for their interest, only selected candidates will be contacted.

Apply today to join our team at <https://westmancom.com/careers>
and begin your exciting career journey with us!

