

CLERK POSITION

Full Time Summer Employment Opportunity

Term of Employment: Approx. 24 weeks (with possibility of extension)

The Manitoba Water Services Board

Brandon MB

Salary: \$21.79 per hour

The Manitoba Water Services Board (MWSB) is a Crown Corporation responsible for providing technical and financial support to rural municipalities in developing safe, affordable and sustainable water and wastewater infrastructure. The Board has a compliment of engineers, technical and administration support staff for planning, construction and maintenance activities associated with developing this infrastructure. The Board is currently looking for an enthusiastic, detail oriented individual with excellent computer and communication skills to assist the accounts department.

Reporting to the Financial Officer, this position acts as an accounts payable clerk and provides support in a team environment at the Manitoba Water Services Board. This position is also responsible for accounts receivable invoicing relative to the water treatment plants operated by the Board.

Qualifications:

- Post secondary education related to office/business administration or equivalent combination of experience and education
- Proficient use of Microsoft Office (Word, Excel, Outlook)
- Strong organizational skills with the ability to manage workload with multiple tasks and deadlines
- Strong written and verbal communication skills
- Ability to work independently and under minimal supervision

Conditions of Employment: Must be legally entitled to work in Canada.

Duties:

Accounts Payable/Receivable support duties will include:

- Receive and check invoices for accuracy, verifying calculations, coding invoices to proper account and projects
- Create and maintain various spreadsheets using Excel for reconciling, tracking payments and monitoring balances in contracts
- Assist with weekly cheque runs and payments to suppliers
- Receive meter readings and prepare monthly water billing invoices
- In absence of other clerk in accounts department, receive and deposit payments to the Manitoba Water Services Board
- Maintain manual and electronic office file system, scan documents

Apply to:

Interested individuals can submit a cover letter and resume via e-mail to Bonnie.Woychyshyn@gov.mb.ca.