



297 Nelson Street W  
P.O. Box 448  
Virден, MB R0M 2C0  
Phone: 1-866-887-3669  
Email: [careers@rfnow.com](mailto:careers@rfnow.com)

## Accounting Administrator

We are adding to our accounting team and are looking to fill a full-time, permanent position in our Virден, MB office. We offer a flexible workday, a competitive salary that includes a health and dental benefits and the opportunity to grow and build your career. If you are organized, have excellent attention to detail and have previously worked in an office environment, this job could be for you!

### General Responsibilities:

- Review, Audit and Verify Vendor invoices and internal expenses.
- Enter all transactions in accounting system. Reconcile accounts.
- Meet all external and internal deadlines.
- Process corporate credit card transactions and Perform month end reconciliations.
- Maintain appropriate records and documentation to ensure compliancy.
- Maintain data trackers where assigned.
- Prepare reconciliations and reporting as required (quarterly, year-end, T4's, WCB, etc.).
- Set up of New Accounts and New Vendors.
- Process Payroll tasks as required.
- Crosstrain for team coverage due to leaves and/or sickness.

### Qualifications & Experience:

- Accounting/Business Administration education and/or minimum 2 years relevant work experience.
- Good knowledge of accounting theory and practices.
- Computerized accounting skills.
- Minimum 1 year payroll experience.
- Intermediate proficiency in Microsoft Excel (Microsoft Office Suite).
- Excellent critical thinking and problem-solving skills.
- Ability to work successfully in a fast-paced office environment.
- Sales tax knowledge would be considered an asset.
- Strong attention to detail and ability to review one's own work.
- Demonstrated ability to use initiative and good judgement.

If interested, please forward your resume and cover letter detailing your interest and qualifications to [careers@rfnow.com](mailto:careers@rfnow.com).

RFNOW Inc. is an equal opportunity employer. We welcome applications from people from all backgrounds and capabilities. Applicants are welcome request necessary accommodations throughout our employment process.

### About RFNOW Inc.

> *Contact us to learn more about **rewarding career opportunities!***

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*RFNOW Inc. is a successful, dynamic organization with opportunities to grow and specialize in a number of areas within the field of technology and construction including broadband wireless communication, fibre optics, network architecture/maintenance, directional drilling, cable plowing, line locating, tower building, residential and commercial service connections, and heavy equipment operation and maintenance. Learn more at [www.rfnow.com](http://www.rfnow.com).*

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