

We are hiring!
Accounting Assistant (full-time, open term)

The Accounting Assistant is involved in all aspects of the Accounting department and will assist the Accountant and the Director of Finance in analyzing accounting data and preparing reports.

The Accounting Assistant works 40 hours a week in our picturesque North Kildonan campus, from 8:30 am to 4:30 pm, Monday to Friday.

Main Responsibilities:

- Billings/Accounts Receivable/Accounts Payables - monitors the preparation and accuracy of the accounts receivable, billings and accounts payable process.
- Manages updated contact information and contact agencies to resolve accounting issues.
- Day to day maintenance of computerized accounting system (SAGE- AccPac).
- Assists with external audit.
- Assist team members with various administrative tasks as required.

Qualifications:

- Post-secondary accounting courses.
- 3+ years' experience working in an accounting role – accounts payables, receivables.
- Strong understanding of accounting principles.
- Knowledge of SAGE- AccPac is an asset.
- Must be reliable, organized and have the ability to prioritize.
- Proficient in Microsoft Excel, Word, Outlook and Adobe Pro.
- Ability to effectively establish and maintain a positive, professional relationship with co-workers, managers and external agencies.
- Excellent communication and interpersonal skills (i.e., warm, friendly, assertive)
- Satisfactory Child Abuse Registry, Prior Contact, Adult Abuse Registry and Criminal Record Reference checks.

Knowles Centre is committed to providing a safe environment for children and youth. Applicants considered for hire require satisfactory Child Abuse Registry, Prior Contact, Adult Abuse Registry and Criminal Record Reference checks.

Why work at Knowles Centre?

There are great opportunities open to those who know making a BIG difference starts with the little things.

- Competitive salary
- 3 weeks' vacation to start
- Paid sick time
- Free parking
- Defined benefits pension plan
- Extended health plan with long-term disability coverage
- Optional additional life insurance coverage
- Support for life-long learning and professional development

Posting date: Tuesday, July 18, 2023

Deadline for applications: Tuesday, July 25, 2023

Tentative start date: As soon as possible

All applicants are required to submit their résumé and cover letter by 4:00 pm on July 25, 2023 as well as complete an [employment application](#) (available on our website) to:

Sandie Wagner, Human Resources Coordinator
Knowles Centre Inc.
2065 Henderson Highway
Winnipeg, MB R2G 1P7
Fax: 204-334-4173

Or email: swagner1@knowlescentre.org

No phone inquiries please

We thank all applicants who apply, however, only those applicants selected for an interview will be contacted.

Knowles Centre is committed to diversity and inclusivity in the workplace. We are a friendly organization that welcomes applications from all individuals who share our vision of maintaining a respectful environment for all.

Knowles Centre acknowledges that we are gathered on Treaty 1 territory, the traditional territory of Anishinaabe, Cree, Oji-Cree, Dakota, and Dene People, and the homeland of the Métis Nation. With the spirit of reconciliation and decolonization, we seek to understand our place in history, and build alliances with Indigenous communities through education and collaboration.