



## ACCOUNTING

Salary  
**\$45,000-\$140,000+**

### REQUIREMENTS :

No formal education is required. However, accounting is complex and difficult to pursue without formal education. There are several certificate, diploma and degree programs that prepare students for the field of Accounting in Manitoba.

In addition, there is a preference for candidates who either hold or are pursuing their Chartered Professional Accountants of Canada (CPA Canada).

### QUALIFICATIONS:

- Excellent understanding of accounting principles.
- Ability to use Microsoft Office and other related accounting software.
- Superior communication skills, both written and verbal.
- Exceptional attention to detail.
- Ability to multi-task effectively.
- Strong computer literacy skills.

### JOB OVERVIEW

As a member of the Accounting Department, you would work in an office setting. You will be responsible for managing financial records, ensuring accuracy in financial transactions, and preparing reports that provide critical insights for decision-making. Your role involves analyzing financial data, reconciling accounts, and collaborating with other departments to ensure compliance with accounting standards.

The accounting department is made up of several different roles depending on the size of the company, including Accounting Clerks, Accounts Payable and Receivable, Bookkeeper and Treasurer.

Depending on your role within the Accounting Department, you could be responsible for any of the tasks below:

### RESPONSIBILITIES

- Process cheque runs, invoicing, accounts payable and receivable.
- Reconcile sub-ledger to general ledger account balances.
- Assess internal controls, including risk assessments.
- Reconcile employee credit cards and advances.
- Analyze, review, and document various accounting processes.
- Prepare revenue projections and forecasting expenditures.
- Assist with annual financial statement audit as required.
- Report any discrepancies to management promptly.
- Follow all policies and procedures set forth by ABC company.