



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/03/28

Accounting Clerk

Job ID	E6-78-0B-72-16-BF	
Web Address	https://careers.indigenous.link/viewjob?jobname=E6-78-0B-72-16-BF	
Company	Red River College	
Location	Winnipeg, Manitoba	
Date Posted	From: 2020-05-14	To: 2020-05-29
Job	Type: Full-time	Category: Education
Languages	English	

Description

Accounting Clerk (Term)

Finance and Administration

Position Location: Notre Dame Campus (Winnipeg, MB)

Full-Time, Term Position Available

Anticipated 06/01/2020 up to 12/31/2020

Possibility of an Extension

This competition may be used to establish a 12 month eligibility list of qualified candidates for future vacancies.

Red River College is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits, and the opportunity for personal and professional growth in a rewarding career.

Duties: Reporting to the Business Analyst, the Accounting Clerk, Directors Office supports the department with various projects, accounting and administrative tasks. The incumbent will play a key role in preparing and maintaining accounting documents and records in a digitized environment.

Working with the Business Analyst, the Accounting Clerk will perform analysis of financial and non-financial information. The incumbent will assist with the creation of procedure documents and support the implementation of new processes.

REQUIRED QUALIFICATIONS

- Certificate in Business Administration or Accounting, an equivalent combination of education and experience may be considered
- Financial, business accounting experience, including accounts payable
- Significant experience providing support and performing a wide variety of office administrative responsibilities
- Exceptional verbal and written communication skills
- Demonstrated ability to analyze data and provide clear conclusions
- Ability to manage multiple priorities and work in a fast-paced and demanding environment
- Demonstrated experience with Adobe Pro DC
- Possess excellent interpersonal skills

- Ability to work independently and in a team environment
- Demonstrated experience with MS Office applications including Visio
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

ASSET QUALIFICATIONS

- Experience working in a large public sector organization
- Degree in finance related field
- Experience working with an ERP (Enterprise Resource Planning) software system
- Working towards a Canadian recognized Accounting Designation

CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- Incumbent must provide a current and satisfactory Criminal Records Check

How to Apply

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email

Apply to Red River College by email: humanresources@rrc.ca

This competition may be used to establish a 12 month eligibility list of qualified candidates for future vacancies.

We seek diversity in our workplace. Aboriginal persons, women, visible minorities and individuals with disabilities are encouraged to apply.

Competition #: 2020-055

Closing Date: May 29, 2020

Salary: \$39,056 - \$53,467 per annum

We thank all applicants for their interest, but only those selected for an interview will be contacted.

Red River College provides accommodations to applicants with disabilities throughout the hiring process. If an applicant requires accommodation during the application or selection process, Human Resource Services will work with the applicant to meet the accommodation needs.

For more information and other employment opportunities, visit www.rrc.ca/hr

2055 Notre Dame Ave, Winnipeg, Manitoba, Canada R3H0J9