Accounting Clerk, Accounts Payable
Controller’s Office

Full-Time Position Available

Duties:
This position reports to the Accounting Manager - Accounts Payable, Banking and Fixed Assets. Successful candidate is responsible in assisting with the day-to-day accounting duties within the Controller's Office. The incumbent must ensure that all financial controls and College purchasing guidelines are followed and can make recommendations for any process improvements or efficiencies. Major aspects of the job include invoice processing with proper GL codes, taxes, due dates, US exchange and self-assessment of taxes where required; account analysis; assist with month and year-end reconciliations; various accounting and administrative duties as assigned.

Required Qualifications:
- Certificate in Business Administration or Accounting; or equivalent combination of education and experience may be considered
- Financial, business accounting and accounts payable experience
- Experience with Microsoft Office, including Excel, Outlook and Word
- Excellent interpersonal communication skills
- Effective written and verbal communication skills
- Ability to multi-task, work in a fast-paced and demanding environment and meet deadlines
- Ability to work individually and as a member of a team
- Experience with Microsoft Office, including Excel, Outlook and Word
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

Assets:
- Degree in Business Administration, Accounting, or related field
- Working towards a CPA designation
- Experience working in a large organization
- Experience utilizing Enterprise Resource Planning (ERP) systems, preferably Colleague

Conditions of Employment:
- Applicants must be legally entitled to work in Canada
- Incumbent must provide a current and satisfactory Criminal Records Check

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.

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

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

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 blogs.rrc.ca/hr

2050 Notre Dame Ave, Winnipeg, Manitoba, Canada R3J 0J9