



Arctic Co-operatives Limited

[Statement on the Co-operative Identity and Seven Principles](#)

Career Opportunity

Title	Assistant Manager, Corporate Accounting
Department/Division	Corporate Accounting/Finance
Location	Home Office - 1645 Inkster Blvd, Winnipeg
Other	Permanent, full time, management

Benefits of working at Arctic Co-ops include:

- a competitive salary,
- annual vacation (accrue 3 weeks of paid vacation time in first year),
- employer-matched pension plan,
- comprehensive group benefits plan,
- career development opportunities,
- annual performance plans,
- and an environment where employees are encouraged, supported and recognized.



Position Summary

Reporting to the Manager, Corporate Accounting Department, the Assistant Manager is responsible to oversee all functions of accounts payable, accounts receivable and the Nutrition North Program including providing supervision and leadership to the team. The Assistant Manager will take on the lead role in the automation of accounts payable as well as the transition to electronic filing of invoices and the integration of the Nutrition North Program into the accounts payable process.

Duties and Responsibilities

- Supervision of the accounts payable and receivable processes, including the review of accounts payable batches, sales invoices, and freight spreadsheets;
- Ensure timely and accurate processing of all payables and receivables;
- Supervision of the Nutrition North program, including review of reports and follow-up of outstanding items;
- Provide technical advice and guidance to the team;
- Prepare and submit reports required by the department.
- Follow-up on enquiries from vendors and customers;
- Follow-up on the reconciliation of vendor account statements;
- Provide supervision, back-up and training to all clerical staff;
- Supervise the closing of accounts payable and accounts receivable at each cut-off;
- Production and filing of the monthly Nutrition North claim, including responding to requests for

back-up documentation;

- Provide recommendations to improve the efficiencies of processes and procedures;
- Assist with a variety of monthly account reconciliations;
- Other duties as assigned.

Qualifications

- Minimum of 5 years experience in accounts payable and/or accounts receivable;
- Minimum of 2 years of leadership or supervisory experience;
- Demonstrated knowledge and proficiency in accounting and Microsoft Office programs;
- Post-secondary education in finance/accounting considered an asset;
- Proven ability and a good aptitude for learning;
- Ability to work within the budgeted time and meet deadlines;
- Strong communication skills, both written and oral;
- Good interpersonal skills;
- Adaptable;
- Excellent attention to detail;
- Ability to work independently, as well as a member of a team;
- Good organizational skills;
- Constantly working towards improving processes and procedures;
- Proven ability to work in a cross-cultural setting;
- Ability to travel as required;
- Proven commitment to personal growth and development.

We'd love for you to join us!

Applications accepted via email to [Human Resources](#) or by fax 204-632-8575

For more information you can visit [our website](#)

or find us on social media (click on icon)

