



**Arctic
Co-operatives
Limited**

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

Career Opportunity

Title	Senior Accounting Clerk
Department/Division	Corporate Accounting/Finance
Salary	\$ 18.14 - 21.34 per hour (Rate as of July 1/19)
Location	Home Office - 1645 Inkster Blvd, Winnipeg
Other	Permanent, full time, unionized

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

Under the direction of the Assistant Manager, the incumbent will maintain, record and monitor accurate records in the processing of invoices and reconciliation of accounting records. As part of the accounting operations, the position will take the lead role for accounts receivable.

Duties and Responsibilities

- Reconcile and analyze relevant general ledger accounts
- Process Co-op and non-Co-op invoices and claims as required
- Process adjustments and transfers as requested by Co-ops or other departments
- Respond to any enquiries from customers or other departments
- Process credit applications
- Run all reports, interest and fees required to close accounts receivable semi-monthly
- Produce and distribute semi-monthly accounts receivable statements with relevant back-up
- Handle and reconcile the petty cash account
- Recognize potential errors and investigate
- Provide relevant accounting information using computerized spreadsheets
- Prepare journal entries
- Provide accounting support to business unit staff
- Ensure documentation on procedures are updated on a continuous basis to reflect the current

administrative process performed in the position

- Provide back up to other accountants and accounting clerks as required
- Prepare various accounting reports for Co-ops by location
- Maintain documentation and audit records as required
- Assist in general filing
- Perform other duties as assigned.

Qualifications

- Minimum of 2 years accounting experience
- Demonstrated knowledge and proficiency using Sage Accpac
- An intermediate level of computer literacy (the internet, MS Office Suite, web based applications and basic FTP)
- Knowledge of Quasar (or other point of sale systems) would be an asset
- Ability to identify, analyze and resolve day to day financial business problems
- Ability to create, maintain, and modify complex spreadsheets
- Experience in the preparation of bank and account reconciliation and journal entries.
- Strong attention to detail and a high degree of accuracy
- Ability to maintain confidentiality in respect to information handled
- Strong organizational skills with the ability to multi-task while effectively managing time and meeting deadlines
- Maintain a close working relationship and provide information and support to the management and staff of all member Co-operatives as well as all departments and staff of Arctic Co-operatives Limited
- Excellent communication skills, both written and oral
- Ability to work independently, as well as a member of a team
- Professional and positive attitude
- Proven ability to work in a cross-cultural setting
- Adaptable and flexible
- Ability to work within established deadlines
- 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)

