

Accountant Manitoba Habitat Conservancy (MHC)

Winnipeg, Manitoba

MHC is hiring an Accountant:

About the Manitoba Habitat Conservancy:

As the province's largest environmental not-for-profit organization, for the past 40 years, Manitoba Habitat Conservancy has focused on conserving and restoring Manitoba's diverse landscapes and wildlife. We do this in partnership with Manitobans in a shared endeavour to protect our province's natural spaces.

MHC extends this commitment to its team of over 30 employees by offering competitive salaries, group benefits, professional development opportunities, and a strong focus on work-life balance.

How to Apply:

Please apply online by submitting your resume and cover letter through [Indeed](#).

For additional information about this career opportunity, please email hr@mbhabitat.ca.

We thank all applicants for their interest, however, only those selected will be contacted.

Based in Winnipeg, MB, the Accountant is responsible for the organization's financial reporting, fund accounting, budgeting, grant compliance, financial analysis, and audit coordination functions. This position ensures the integrity of financial information, supports strategic decision-making, monitors compliance with accounting standards and funding agreements, and provides financial guidance to management and program leaders. The Accountant reports to the Director of Finance and Operations and supervises the day-to-day accounting activities performed by the Assistant Accountant.

If you are passionate about accounting and working with Manitoba's largest environmental not-for-profit, apply today!

As the Accountant, you will:

- Oversee financial reporting and general ledger activities, including monthly, quarterly and year-end close processes, journal entries and account reconciliations, and preparation of financial statements and reports.
- Support budgeting, forecasting, variance analysis, and provide financial insights to support strategic decision-making.
- Manage grant, fund, trust, and investment accounting, ensuring compliance with funding agreements and reporting requirements.
- Coordinate audit activities, maintain strong internal controls, and ensure compliance with regulatory, funding, and organizational requirements.
- Develop and enhance financial reporting tools, dashboards, and accounting processes to improve efficiency and accuracy.
- Maintain and optimize financial systems, including Microsoft Dynamics GP/Business Central, and support system enhancements.
- Provide financial guidance to managers and leadership, oversee the work of the Assistant Accountant, and contribute to organizational initiatives and special projects.

You and Your Experience:

Required:

- Bachelor's degree in Accounting, Finance, Commerce, or a related field.
- Minimum 5 to 7 years of progressive accounting experience.
- Minimum 2 years of experience preparing financial statements and month-end/year-end close processes.
- Experience managing multiple funding sources, restricted funds, trusts, endowments, and grant reporting.
- Experience supporting external audits and preparing audit working papers.
- Experience with budgeting, forecasting, cash flow management, and financial analysis.
- Experience with financial reporting to senior management, boards, or finance committees.
- Strong knowledge of Canadian Accounting Standards for Not-for-Profit Organizations (ASNPO).
- Knowledge of CRA requirements applicable to registered charities and non-profit organizations.
- Knowledge of fund accounting and grant compliance requirements.
- Advanced proficiency in Microsoft Excel, including Pivot Tables, Power Query, VLOOKUP/XLOOKUP, and Financial Modeling
- Experience using ERP/accounting software such as Microsoft Dynamics Business Central, Sage, QuickBooks Enterprise, or similar systems.
- Experience preparing financial reports and dashboards.
- Strong analytical and problem-solving skills.



- Excellent attention to detail and accuracy.
- Ability to manage multiple priorities and meet deadlines.
- Strong written and verbal communication skills.
- Ability to explain financial information to non-financial managers.
- High level of integrity and confidentiality.
- Strong organizational and project management skills.
- Ability to work independently with minimal supervision.

Preferred:

- Chartered Professional Accountant (CPA) designation completed or in progress.
- Experience working in a not-for-profit, charitable organization, conservation organization, or grant-funded environment.

Asset:

- Advanced training in non-profit, fund, or grant accounting.

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