

Accounting Assistant (Term) Manitoba Habitat Conservancy (MHC)

Winnipeg, Manitoba

MHC is hiring an Accounting Assistant:

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 Accounting Assistant is responsible for processing day-to-day accounting transactions and maintaining accurate financial records. This term position supports accounts payable, payroll processing, bank reconciliations, revenue recording, grant administration, and month-end activities to ensure reliable financial information and compliance with organizational policies. The Accounting Assistant will work closely with the Accountant and report directly to the Director of Finance and Operations.

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

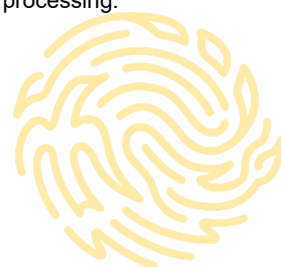
As the Accounting Assistant, you will:

- Process accounts payable activities, including invoice verification, payment processing, processing vendor payments and bank transfers, maintaining files and supporting documentation and inquiry resolution.
- Administer accounts receivable functions, including processing donations, grants, investment income, and other revenue, maintaining records, and monitoring outstanding balances.
- Support payroll administration, including payroll processing, record maintenance, reconciliations, preparing remittances, supporting and benefits administration.
- Prepare monthly bank and account reconciliations, investigate and resolve discrepancies, and prepare supporting schedules for review.
- Provide financial administration support for grants, including expenditure tracking, documentation management, and preparation of grant expenditure and support reports.
- Assist with month-end accounting processes, including journal entries, reconciliations, depreciation schedules, and working papers.
- Support audits and compliance requirements by maintaining accurate records, preparing schedules, and adhering to internal controls and financial procedures.
- Maintain accounting records and electronic filing systems using Microsoft Dynamics Business Central, assist with preparing reports and data extraction, and provide administrative support for special projects.

You and Your Experience:

Required:

- Diploma or Degree in Accounting, Business Administration, Finance, or a related field.
- Minimum 2 to 4 years of accounting or bookkeeping experience.
- Experience processing accounts payable and accounts receivable transactions.
- Experience performing bank and account reconciliations.
- Experience supporting payroll administration.
- Experience maintaining electronic records and supporting audit requests.
- Working knowledge of basic accounting principles and financial controls.
- Proficiency with Microsoft Excel, especially the use of Formulas, Sorting and filtering, Basic Pivot Tables and Spreadsheet reconciliation.
- Experience using accounting software such as Business Central, QuickBooks, Sage, or similar systems.
- Familiarity with accounts payable, accounts receivable, payroll, and general ledger processing.
- Strong attention to detail and accuracy.
- Excellent organizational and time management skills.
- Ability to meet deadlines in a fast-paced environment.
- Strong customer service and interpersonal skills.
- Ability to maintain confidentiality of financial and employee information.
- Effective verbal and written communication skills.
- Ability to work both independently and as part of a team.



- Continuous improvement mindset and willingness to learn new systems and processes.

Asset:

- Enrollment in an accounting designation program (CPA Preparatory Courses or equivalent).
- Knowledge of CRA payroll remittances and GST/HST requirements.
- Experience working in a not-for-profit or grant-funded organization.

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