



297 Nelson Street W
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Accounting Clerk

Due to continued growth we are looking for motivated enthusiastic individuals to join our Accounting Team as Accounting Clerk on a full-time, permanent basis in our Virden, MB office. We offer a flexible workday, a competitive salary that includes a health and dental plan and the opportunity to grow and build your career. If you are organized, have excellent attention to detail and possess a continuous improvement philosophy, this job could be for you!

Duties and Responsibilities include but are not limited to:

- Operation/maintenance of our Billing and Customer Payment Software (Powercode);
- Process Receipts (PAD, Credit Card, EFT, Telpay) from customers;
- Bank Deposits; EFT, Wire, Etc.
- Establish and Maintain Data Files and Reporting;
- Bank Reconciliations;
- Review, Verify and Audit all Incoming Payables;
- Prepare, Process and Reconcile all Payments to Suppliers;
- Journal Entry and Account Review and Reconciliation;
- Maintain and/or Build Excellent Customer Service and Satisfaction;
- Participation in and Support of Month End and Year End Processes;
- Provide Support to Colleagues as required.

Desired qualifications include...

- Formal Accounting/Business Administration education and/or relevant work experience;
- Firm knowledge of accounting theory and practices;
- Computerized accounting skills, ability to learn new systems a must;
- Intermediate to high level proficiency in Microsoft Excel (Microsoft Office Suite);
- Excellent critical thinking and problem solving skills;
- Ability to work successfully in a fast-paced office environment;
- Sales tax knowledge would be considered an asset;
- Strong attention to detail and ability to self- assess and review;
- Demonstrated ability to use initiative and good judgement.

If you are interested in building your career and never being bored, please forward your cover letter and resumé detailing your qualifications to careers@rfnow.net.

About RFNOW Inc.

RFNOW Inc. is a successful, dynamic organization with opportunities to grow and specialize in a number of areas within the field of technology and construction including broadband wireless communication, fibre optics, network architecture/maintenance, directional drilling, cable plowing, line locating, tower building, residential and commercial service connections, and heavy equipment operation and maintenance. Learn more at rfnow.com.

> Contact us to learn more about **rewarding career opportunities!**

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