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## Accounting/Finance Clerk

Due to continued growth we are looking for motivated individuals to join our Finance Team as Finance 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.

### Duties and Responsibilities may include...

- Review, Audit and Verify Vendor Invoices and Internal Expenses;
- Enter Vendor Invoices, Recurring Payables, Taxes, Leases, etc in Finance system (TBW);
- Prepare, Process and Reconcile all Payments to Suppliers;
- Operation/maintenance of our Billing and Customer Payment Software;
- Process Receipts (ACH, Credit Card, EFT, Telpay) from customers;
- Bank Deposits; EFT, Wire and Ad Hoc Creation;
- Bank Reconciliations;
- 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.

### 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)
- 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 judgement.

If you possess the desired skill set and are interested, please forward your cover letter and resumé detailing your qualifications to [careers@rfnow.net](mailto: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](http://rfnow.com).*