



297 Nelson Street W
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Finance Clerk

RFNOW Inc. is seeking applications from motivated individuals to join our team as a **Finance Clerk** on a full-time, permanent basis in our Virden, MB office. We offer a competitive compensation package, that includes a health and dental group benefits plan.

Duties and Responsibilities may include...

- Processing of accounts payable;
- Preparation of payment to suppliers;
- Payroll and related processing;
- Operation/maintenance of our billing and customer payment software;
- Processing of payment receipts from customers;
- Completion of bank and other reconciliations;
- Purchasing and inventory management support functions;
- Participation in and support of month end and year end processes.

Desired qualifications include...

- Related education and work experience;
- Basic knowledge of accounting theory and practices;
- Computerized accounting skills;
- Proficient in Microsoft Excel (and other Microsoft suite products – Outlook and Word);
- Capable of working in a group office environment;
- Sales tax knowledge would be considered an asset;
- Strong detail orientation.

If interested, 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.

