



297 Nelson Street W
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Accounts Payable Admin

We are adding to our accounting team and are looking to fill a full-time, permanent position in our Virden, MB office. We offer a flexible workday, a competitive salary that includes a health and dental benefits and the opportunity to grow and build your career. If you are organized, have excellent attention to detail and have previously worked in an office environment, this job could be for you!

Start Date: as soon as possible.

Duties and Responsibilities include but are not limited to:

- Review, Audit and Verify Vendor invoices and internal expenses.
- Enter all transactions in accounting system. Reconcile accounts.
- Meet all external and internal deadlines.
- Process corporate credit card transactions and Perform month end reconciliations.
- Maintain appropriate records and documentation to ensure compliancy.
- Maintain data trackers where assigned.
- Prepare reconciliations and reporting as required (quarterly, year-end, T4's, WCB, etc.).
- Set up of New Accounts and New Vendors
- Verify and Confirm Vendor Transactions
- Crosstrain for team coverage due to leaves and/or sickness.

Desired qualifications include...

- Accounting/Business Administration education and/or relevant work experience.
- Good knowledge of accounting theory and practices.
- Computerized accounting skills.
- Intermediate 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 review one's own work.
- Demonstrated ability to use initiative and good judgement.

If you are interested, please forward your cover letter and resumé detailing your qualifications to careers@rfnow.net by **June 10, 2022**.

Confidentiality of all applicants assured. Only those selected for interviews will be contacted and we thank all other applicants for their interest.

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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.