



External Job Posting

Accounting Technician - OCN Shell Gas Station

Accounting Technician

Reporting directly to the Director of Finance and/or the Controller, the Accounting Technician will be responsible for accounting duties for OCN Shell.

Term: Permanent Full Time
Hours: 8:30 – 4:30 Monday to Friday (70 hours bi-weekly)
Wage: Depending on qualifications and experience

Summary of Essential Duties

Accounts Payable, Accounts Receivable;
Monthly Financial Statements, prepare for Year End;
Daily cash outs / bank deposits, bank reconciliations;
Assist with annual budgets;
Responsible for handling customer service;
Maintain high levels of cleanliness of work station.

Qualifications and Experience

To perform this job successfully, an individual must be able to perform essential accounting duties satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Minimum 2 years of previous experience
- Accounting Diploma
- Ability to work independently
- Knowledge of financial accounting principles and concepts
- Team working ability to enable effective interaction with and motivation of other team members
- Ability to set and meet deadlines including a strong ability to manage multiple tasks to completion
- Excel, MS Office and Internet Explorer skills
- Strong organizational skills with a high degree of attention to detail.
- Must complete criminal records check and provide report.

Submit cover letter and resume by 4:30 pm on April 5, 2019 to:

**Attention: Director of Finance, Paskwayak Business Development Corporation Ltd.
Box 10100
Opaskwayak, MB, R0B 2J0**

Only those qualified or selected for an interview will be contacted.