

Mississippi Airways  
Accounting Clerks

We are a successful and well-established airline company seeking a permanent, full time Accounting Clerk/Clerks to join our team. It is essential that the chosen candidate have strong accounting skills and/or equivalent experience.

Qualifications

- Bookkeeping, Accounting Diploma or equivalent experience
- Strong communication skills, both verbal & written
- Excellent data entry and PC skills, AccPac, MS Excel, MS Word
- Demonstrated accuracy in typing
- Results oriented, attention given to detail, good organizational skills and ability to problem solve
- Ability to complete tasks within specific deadlines
- Develop and maintain good relationships with vendors, with a polite phone manner
- Ability to work both independently and in a team environment
- Strong work ethic and sense of responsibility and confidentiality
- Ability to follow policies and procedures as outlined

If you are interested in this position, please apply directly to this posting. We sincerely thank all applicants; however, only short-listed candidates will be contacted.

Resumes will be accepted no later than December 30, 2017 email or fax to the following: Please include references.

Mississippi Airways  
Attention: Danielle Tomchak  
Box 2557  
The Pas, MB  
R9A 1M3

d.tomchak@mississippiair.ca  
Fax: 204 623-1597