

STAFF ACCOUNTANT

Manitobah is dedicated to a greater cultural diversity throughout our business operations and hiring process. Manitobah is committed to hiring Indigenous employees wherever possible; candidates are strongly encouraged to self-declare.

WHAT YOU WILL DO

The Staff Accountant plays a foundational role within the Finance team and is responsible for overseeing various financial activities, ensuring compliance with accounting principles, and contributing to financial reporting processes at Manitobah. Reporting to the Finance Controller, the Staff Accountant is a self-motivated team player who consistently demonstrates a strong attention to detail while working in a fast-paced and dynamic environment.

WHAT WE OFFER

Manitobah offers a comprehensive total compensation package which includes an annual base salary, group benefits, flexible work hours, generous paid time off, 50% discount on our retail products, professional development, and our newest benefit offering called Group Savings Program.

LOCATION

This position is hybrid/remote. The incumbent will be required to report to our Headquarters, located at The Forks in Winnipeg, Manitoba as directed.

KEY RELATIONSHIPS

Reports to: Controller

Key Relationships: Finance team, internal and external stakeholders

Direct Reports: None

KEY RESPONSIBILITIES

- Accurately calculating, posting, correcting, and managing accounting figures and financial records.
- Reconciling sales and related balances between financial systems.
- Process customer returns, miscellaneous refunds, and cancellations.
- Reconciling bank accounts, intercompany transactions, and other balance sheet accounts.
- Preparing and maintaining amortization schedules for capital assets.
- Preparing and filing monthly tax returns for PST and USA State taxes in accordance with tax legislation.
- Analyzing and reviewing general ledger accounts to ensure accuracy, including identifying and correcting errors and irregularities.
- Analyzing management information requirements, including investigating discrepancies between reporting systems.



- Analyzing processes to ensure the effectiveness of internal controls and efficiency of processes, including suggesting improvements.
- Gathering data, compiling the proper information, and preparing financial reports in accordance with management needs.
- Assisting with AR and AP tasks as needed.
- Preparing duty drawback claims to collect duties paid on exported items.
- Assisting with annual external audits, including providing requested documentation and answering auditor questions.
- Maintaining the strict confidentiality and privacy of financial records as they relate to the organization and its customers.

IDEAL EXPERIENCE

Professional Experience:

- Minimum 1-3 years of direct accounting experience
- Full-cycle accounting: 1 year
- Proficiency in Accounting Software, QuickBooks experience an asset

Educational Position Requirements:

- A degree in business administration, accounting, finance, or a related discipline is required
- Working towards a CPA designation would be considered an asset
- Equivalent combination of education and experience may be considered.

SALARY RANGE

\$50,000 - \$65,000 CAD

CONTACT/APPLICATION INFORMATION

APPLY ONLINE AT MANITOBAH.CA/CAREERS OR EMAIL YOUR COVER LETTER AND RESUME TO CAREERS@MANITOBAH.CA