

Finance Assistant **Part Time Position (21 hours/week)**

The Downtown Winnipeg BIZ promotes, cares, and advocates for a vibrant and inclusive downtown where business thrives and people are drawn to work, live, shop and explore. We host events throughout the year and work to beautify our downtown, improve cleanliness, safety, and help make it easier to get around. Our downtown is on Treaty No. 1 territory and the traditional homeland of the Métis Nation.

Reporting to the Director of Finance, the Finance Assistant is responsible for providing accounting and clerical support to the organization. This position plays an integral role in maintaining account information and involves processing payments, updating financial records and managing invoices. The Finance Assistant serves as the main point of contact for accounts receivable and accounts payable and will regularly interact with staff, members and external vendors.

The ideal candidate is a highly organized team player with excellent customer service skills, a detail oriented and analytical thinker who is passionate about Downtown Winnipeg.

KEY RESPONSIBILITIES

- Process payables and receivables and follow up with vendors, members and staff as needed.
- Process cheques and correspondence for mail-out or delivery.
- File and maintain finance records.
- Process and reconcile monthly credit card statements.
- Generate regular reports with accounting software.
- Manage employee bus pass program.
- Prepare bank deposits.
- Review department budgets and projections and assist in identifying possible surpluses or deficits.
- Assist with updating or creating finance policies and procedures.
- Assist with financial analysis.
- Provide support for the finance department in preparing for finance training sessions, finance committee meetings, the annual and internal audits, and annual budget process.
- Assist with ongoing financial record keeping including managing archives, tracking leases, reconciling accounts and bank statements, and maintaining the monthly projections and the organizational depreciation spreadsheet.

OUR REQUIREMENTS:

- Post-secondary education in bookkeeping, accounting or finance.
- 2+ years of relevant work experience.
- In-depth knowledge of book keeping and accounting practices and processes, ability to identify and analyze accounting discrepancies.
- Strong organizational and time-management skills, ability to manage competing priorities and meet deadlines.
- Demonstrates excellent attention to detail.
- Solid verbal and written communication skills.
- Proficient in Microsoft Word, Excel and Sage 50.
- Working knowledge of Telpay and/or payroll processing is an asset.

QUALIFIED CANDIDATES should submit their cover letter and resume with salary expectations to careers@downtownwinnipegbiz.com. Please include position title in the subject line. Please be advised only those selected for an interview will be contacted. **This posting will remain open until suitable candidates have been selected.**

The Downtown Winnipeg BIZ is committed to equity, diversity and accessibility in the workplace. We strive to have a team that reflects our downtown, where diverse abilities, backgrounds, cultures, identities, languages and perspectives are valued and drive a high standard of service and innovation. We encourage candidates to speak to this in their application.

Applicants should identify if they require accommodation during the competition process on a confidential basis. This posting is available in alternate formats upon request.