RED RIVER COLLEGE
OF APPLIED ARTS, SCIENCE AND TECHNOLOGY

# Accounting Manager
# Financial and Administration

*Red River College is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits, and the opportunity for personal and professional growth in a rewarding career. Together, we are going places.*

Duties: Reporting to the College Controller, you are accountable for the development, direction, operation of an accounting unit that is responsible for Accounts Payable (AP), Fixed Assets (FA), Banking, Purchasing card and Travel & Entertainment (T&E) credit cards. The incumbent is also required to establish appropriate internal controls with respect to areas of responsibility and ensure accurate and up to date documentation of all processes are retained.

The Accounting Manager is responsible for the Human Resource management, supervision and training of a team who have a variety of skill sets. Each has a different expertise and performs a wide range of functions. This position must effectively lead, coach and develop staff by encouraging creativity and innovation. The successful candidate must be able to nurture a work culture that builds effective relationships and promotes open communication and teamwork within the department as well as with external and internal clients.

Qualification:
Required:

- Accredited Accounting designation
- Considerable experience supervising staff doing accounting functions
- Considerable general accounting experience in a large computerized accounting system
- Experience in Microsoft Office applications, specifically Excel, Word and Outlook
- Understanding of Manitoba and Federal tax compliance and regulations
- Experience with accounts payable management
- Experience with fixed asset management
- Experience with banking management
- Experience with credit/debit cards and purchasing cards management
- Experience with web technology and ecommerce solutions
- Excellent communication skills with the ability to communicate effectively with all levels of the organization
- Effective interpersonal skills
- Effective problem solving
- Experience developing work processes
- Ability to multi-task effectively under deadlines
- Proven ability to work individually within a team
- Cultural sensitivity
- Commitment to lifelong learning

Assets:

- Experience in an Enterprise Resource Planning system (ERP), preferably Colleague
- Experience in post-secondary education institution

Condition of Employment:

- Incumbent must provide a current and satisfactory Criminal Records Check
- Candidates must be legally entitled to work in Canada

*We seek diversity in our workplace. Aboriginal persons, women, visible minorities and individuals with disabilities are encouraged to apply.*

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| Competition Number: | 2014-017 |
| Closing Date: | March 14, 2014 |
| Salary Range: | $52,446 to $71,775 per annum |
| Apply to: | Red River College<br>C410 - 2055 Notre Dame Avenue<br>Winnipeg, MB R3H 0J9<br>Fax: 204-694-0750<br>e-mail: humanresources@rrc.ca |

*We thank all applicants for their interest, but only those selected for an interview will be contacted.*

*For more information and other employment opportunities, visit www.rrc.ca/employment, http://www.rrc.ca/hiringproces www.rrc.ca/peopleplan & www.rrc.ca/about.*