

Bookkeeper

Status: Regular Full Time

In your role as Bookkeeper at The North West Company (TNWC); you will support accounting and financial reporting processes as part of our Canadian Operations Accounting team. You will be responsible for maintaining accurate financial records and managing day-to-day financial transactions. This role plays a critical part in maintaining financial compliance and providing management with timely and accurate financial information to aid in decision-making. Joining NWC gives you the opportunity for growth and development, a competitive salary and benefits package, and to be part of a dynamic and diverse culture.

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TNWC is a leading retailer to under-served rural communities and urban neighborhood markets in the following regions: Northern Canada, Western Canada, rural Alaska, the South Pacific islands, and the Caribbean. Our stores offer a broad range of products and services with an emphasis on food. Our value offer is to be the best local shopping choice for everyday household and local lifestyle needs. Check out northwest.ca for more information.

Your Role:

- Reconcile various store general ledger accounts to the store books or banking information on a monthly basis.
- Follow up with the store or stores accountant on any discrepancies related to the various reconciliations.
- Input monthly and daily journal entries into the People Soft Financial system.
- Review specific accounts at month end to ensure that incorrect entries are adjusted.
- Respond to inquiries from accountants, store managers and office clerks regarding the balancing and reconciling of store books.
- Processing of travel expense forms and reconciliation of travel provider payments;

- Manage third party invoices received from different sources, submitting for electronic processing and applying financial coding where required;
- Internal and third party mail distribution for the Stores Accounting team;
- Prepare various reports as requested.

Desired Skills & Abilities:

- Minimum of 1 year accounting experience.
- Post-secondary accounting education.
- Attention to detail: precision is crucial in maintaining accurate financial records.
- Communication skills: clear communication for reporting and collaborating with other departments and store managers.
- Technical skills: proficiency in Microsoft Office applications with an emphasis on Excel.
- Organizational, planning and prioritizing skills.
- Ability to manage multiple projects, tasks and assignments while meeting strict deadlines.
- Must have a demonstrated ability to work independently as well as part of a team.
- While not required, knowledge of the People Soft Financial system would be preferred.

Location: Gibraltar House, 77 Main Street, Winnipeg, MB

Reports To: Accounting Supervisor

We create a collaborative and constructive culture by:

- Being Enterprising • Committing to our Customer • Working with Passion • Leading and Developing Others • Demonstrating Respect and Inclusivity • Building Trust

The North West Company is committed to inclusion and diversity and encourages applications from all candidates including but not limited to: all religions and ethnicities,

LGBTQ2s+, BIPOC, and persons with disabilities.

A competitive salary is being offered along with opportunities to learn, develop and advance throughout the organization. We thank all applicants for their interest; however only those selected for an interview will be contacted.

This position adheres to the Corporate Application Process Guidelines.

This is an active job opening for a position that is currently available and we are actively seeking to fill.