REHABILITATION CENTRE FOR CHILDREN

**JOB OPPORTUNITY**

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| **Bulletin No: 21-011** | **Department:**Finance Department | **Posting Date:**February 4, 2021 |
| **Position:**Payroll/Accounting Technician | **Reports to:**Director of Finance/Finance Supervisor | **Start Date:**As Soon As Possible  |
| **Job Type:****Unionized** | **Employee Group:**CUPE | **EFT:** 1.0 EFT  |

**Responsibilities:**

* To provide Accounts Payable (A/P) function for Rehabilitation Centre for Children (RCC), including the coding, entering and posting of invoices and processing the cheques or electronic payments (EFT).
* To provide Accounts Receivable (A/R) function, including the posting of invoices and cash receipts to the A/R sub ledger and follow up of overdue accounts.
* To complete the payroll of the RCC on a timely and accurate basis, including the updating of employee demographics and the preparation of payroll remittances (i.e.: Payroll tax, WCB. etc.).
* To process new hires and terminations for all employees at the RCC.
* To perform other general accounting duties and special projects

# EDUCATION

* Complete Grade XII or college diploma
* Preference will be given to those with Accounting/Payroll/Business Certificate/Diploma from a recognized business college.
* An equivalent combination of education and experience may be considered.

**EXPERIENCE**

* 3-5 years of experience in Accounts Receivables, Accounts Payables, and Payroll, preferably in a unionized environment.
* Experience with Microsoft Great Plains preferred
* Experience with Payworks or similar payroll program.
* Demonstrated proficiency in the use of Microsoft Office (Word and Excel) required.

**Hours of Work:** Monday to Friday – 7.5 hours per day

**Salary:** $21.746-24.811/ Hour

Must be legally entitled to work in Canada

Must be able to present a satisfactory Criminal Records Check (Including Vulnerable Sector Search), Child Abuse and Adult Abuse Registry Check

RCC is strongly committed to equity and diversity and especially welcomes applications from indigenous peoples, persons with disabilities, racialized persons, persons of all sexual orientations and genders and others who may contribute to the further diversification of ideas.

Accommodations are available on request for candidates taking part in all aspects of the selection process. If you require accommodation supports during the recruitment process, please contact Kizzy Phillips. All qualified candidates are encouraged to apply.

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| **Apply in Writing to:**Kizzy Phillips, HR Specialist1155 Notre Dame AveWinnipeg, MB R3E 3G1Email:kizzyp@rccinc.ca | **Closing Date:**February 18, 2021 |