



CARRER OPPORTUNITY WITH THE:

Association of Manitoba Community Pastures

Finance and Administration Manager

AMCP is looking for a dynamic, hard-working, individual to fill this Senior position in our head office in Minnedosa Manitoba

Details

Job term: This is a full-time position. Flexible hours centered around 8:30 – 4:30PM CT Monday to Friday may be agreed upon, 37.5 hours per week are required.

Salary: Salary range \$60,000 to \$70,000 per year depending on experience

Start date: As soon as possible.

Location: Minnedosa, MB, some work from home will be acceptable

Application method: Cover letter and resume sent to barry.ross@pastures.ca

Closing date: 4:00 PM Friday, November 25

Desired experience: Proven work experience (5+ years) in a finance position, accounting, bookkeeper or similar role

Our Organization

The Association of Manitoba Community Pastures (AMCP) is an organization led by an elected Board comprised of members from its patron's. The AMCP is responsible for custom grazing cattle at numerous locations in the province of Manitoba, and Saskatchewan. Its head office and this position are in Minnedosa, Manitoba. For more Information visit our web site at www.pastures.ca

Our Culture

AMCP has a supportive work culture and offers a variety of benefits to its team members, including the flexibility to prioritize work-life balance, a compensation package that includes health benefits, an RRSP program, progressive vacation entitlement, paid sick leave, and training and development opportunities.

The Role

Reporting to the General Manager, the Finance and Administration Manager is a supervisory position responsible for providing financial and administrative services and will be responsible for the day-to-day management of financial transactions and procedures.

The candidate should be familiar with budget monitoring, payroll, audits, invoices, assisting with budget preparation, managing accounting activities including journal entries, bank reconciliations and associated duties. The candidate should also have excellent organizational and social skills. Supervision and guidance of two support staff will be required.

Responsibilities

- Maintains receivables, payables and payroll accounts, performing bank reconciliations and maintaining internal controls assisting with development of policies/procedures;
- Reports and submits GST quarterly, provincial Health and Education Tax monthly and Source Deductions to CRA bi-monthly;
- Updates inventory and capital assets;
- Provides support to the General Manager and Board of Directors;
- Prepares and reports monthly financial statements;
- Prepares information for inquiries and year-end audits;
- Assists pasture managers, other staff and the public with inquiries.

Your Fit

- College or University related education (asset) and/or combination of related experience;
- Knowledge of accounting and financial procedures;
- Experience using financial software and preparing reports;
- Proficient in MS Office;
- Knowledge in accounting software (Sage) is an asset;
- Strong written and verbal communication skills;
- Experience working with Boards, procedures etc, an asset;
- Ability to prioritize multiple tasks in a fast-paced environment;
- Excellent analytical and numerical skills;
- Strong time management skills and ethics, with an ability to manage data/information.

How to Apply

Please apply with cover letter and resume to the attention of:

Barry Ross, General Manager at barry.ross@pastures.ca.

Applications will be accepted until 4:00pm, November 25, 2022, or until the position is filled.

** AMCP thanks all applicants in advance. Only those candidates selected for an interview will be contacted. **