



## Accounting Clerk (NOC 14200)

### Description

*Winkler Meats Ltd.  
270 George Avenue  
Winkler, MB R6W 3M4  
Phone: 204-325-9593 Website: www.winklermeats.ca  
GST 894362938 RT0001 DUNS 20-519-7163*

*Position: Accounting Clerk (NOC 14200)  
Number of Positions: 2  
Wage Scale: Starting \$21.00  
Terms of Employment: Permanent Full-time (40 hour/week); includes varied shifts and hours with the potential of overtime and potential weekend shifts.  
Language at work: Required CLB 5 English  
Benefits: After 3 months of employment, employees are enrolled in a Group Benefit Package which includes: Health, Dental, Prescription Drugs (company pays); and life/disability insurance (employee pays). An additional health spending account is also given (company pays); 24/7 virtual health care provided; After 2 years of continuous employment, employees are eligible to enroll in a company matched RRSP/DPSP retirement plan.  
Vacation: 10 business days paid vacation after one (1) full year of work.  
Reports to: Director of Finance  
Purpose: Ensure accuracy with data entry, supporting the accounting department with filing, maintaining high level of detail.  
Experience level: Minimum 2 years experience which shows skills matching the duties and responsibilities, qualifications and shows ability to meet the expectations of the company as noted below.*

### Closing Date

March 30, 2027

### Categories

Business, Finance and Administration

### Employer

Zaifman Law

### Location

Assiniboine South

### Address

270 George Avenue  
Winkler, R6W 3M4

### Job Type

Full-time

### Education Level

High School

### Wage

\$21.00 - \$21.00

*Education: Completion of secondary education in relation to the field.*

*Contact Information: (email) [hr@winklermeats.ca](mailto:hr@winklermeats.ca)*

*Duties/Responsibilities:*

- *Filing financial records*
- *Reconciling bank statements*
- *Maintaining accounting database*
- *Accounts receivable & accounts payable*
- *Creating and maintaining excel documents*
- *High level of accuracy*
- *Managing time and meeting deadlines*
- *Data Entry*

*Qualifications & Expectations:*

- *Minimum 2 year experience*
- *Secondary Education*
- *Finance or mathematical background*
- *Interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism and diplomacy*
- *Communication skills- must speak/write/understand English*
- *Attention to detail with high accuracy rate*
- *Able to adapt to Canadian working conditions and culture*

*Working Conditions:*

- *Repetitive motion*
- *Sitting for long periods of time*

## **Email**

[hr@winklermeats.ca](mailto:hr@winklermeats.ca)