

JOB POSTING

Accountant

Prairie Theatre Exchange (PTE) is a **not-for-profit** professional theatre company which also provides theatre education for youth/teens and adults and is one of the largest professional arts organizations in Manitoba.

The **Accountant** is responsible for all financial transactions of PTE and advises and assists the General Manager in implementing accounting policies and systems (computer and manual) for the efficient operation of the accounting department.

Duties include but are not limited to:

- accurate and safekeeping of all financial transactions, including receipting and depositing of income and payment of accounts payable
- preparation and processing of payroll and fees for all staff including permanent, seasonal, casual, part-time and contract workers
- monthly reconciliations of accounts & preparation of financial statements
- preparatory work for auditors for year-end audit
- preparation of Revenue Canada forms and remittances to government agencies

Knowledge and Skills Required:

- Experience in accounting field and ability to complete monthly financial statements and prepare for year-end audit, an accounting designation is appreciated but not required
- Proficient in Sage 300 ERP, online payroll & payment systems, Excel & Word
- An understanding of not-for-profit organizations and point of sales (POS) systems would be a definite asset
- Strong organizational skills with an ability to schedule and meet deadlines
- Ability to multitask and thrive in a busy, flexible and collaborative environment

Terms of Employment

Full Time: Monday – Friday, 30 hours per week

Start date: June 2019

To Apply

Please **email** a cover letter and resume with 3 references by **5pm, Tuesday, May 21** to:
Tracey Loewen, General Manager at generalmgr@pte.mb.ca

Only those candidates considered for an interview will be contacted.