

Accountant

Richlu Manufacturing, founded in 1939, is a 100% family owned company located in Winnipeg, Canada. We have a history of building extremely durable work wear that has endured the harsh Canadian winters for decades. Our constant improvement policy encourages us to make our great products even better every single day. We are always looking for ways to improve designs, materials and production methods to ensure that our customers receive a great quality garment at a great price. We listen to our customers and pride ourselves on taking their suggestions into the designer's studios to create innovative new products that meet the needs of each and every person that purchases one of our garments.

The Accountant provides accounting support and assists with payables/receivables functions, including analysis, reconciliations, verifications, and entering information into AP/AR/GL applications.

KEY ACCOUNTABILITIES & RESPONSIBILITIES:

- Account reconciliation and analysis, balance intercompany accounts
- Maintain donation file
- Prepare and file MMSM and government remittances
- Assist with costing, US shipping, credit checks, deposits, charge back documentation requests
- Review and authorize broker invoices for payment
- Assist with verifying/coding/posting vendor invoices and preparing cheques
- Assist with scanning and filing
- Provide relief for accounts payable
- Assist with the preparation of financial statements and year-end preparation
- Additional duties as required

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Proficiency using Excel, other Microsoft Office products and accounting applications
- Ability to prioritize projects to meet deadlines
- Detailed oriented and accurate in their work
- Excellent problem-solving skills
- Post-secondary education in accounting
- Enrolled in the CPA program
- Adaptability and desire to progress

Job Type:

Full-time

Job Location:

Winnipeg, MB

Experience Required:

Minimum 2-3 years of relevant work experience

Please submit your resume and cover letter to gbegic@richlu.com by July 16, 2018.