

## **BOOKKEEPER / FINANCIAL MANAGER**

### **IMMEDIATE EMPLOYMENT OPPORTUNITY**

Mechanical Contractor's Office Neepawa, Mb.

#### **Required Skills and Qualifications**

- Five years' experience in accounting / bookkeeping
- Experience in computerized accounting software
- Experience in reconciling various financial accounts
- Advanced Microsoft Excel skills / Microsoft Office program skills
- Strong understanding of GAAP
- Excellent written and verbal communication skills
- Effective in working in team environment
- Excellent Interpersonal and organizational skills
- Ability to Multi-task

#### **Preferred Skills and Qualifications (an asset but not mandatory)**

- Experience in leadership role
- Experience with Sage 300(ACPAC)
- Experience in job cost accounting
- Experience in construction accounting

**Wages based on experience, excellent benefit package**

Please email resumes to: [dphillips@nphltd.ca](mailto:dphillips@nphltd.ca) or mail to

**Neepawa Plumbing & Heating (1979) Ltd.**  
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