



Intermediate Accountant (Winnipeg)

A little bit about us:

Launched in 1999 as the first national Indigenous broadcaster in the world, APTN creates a window into the remarkably diverse mosaic of Indigenous Peoples. As a respected non-profit, charitable broadcaster and the only one of its kind in North America, ***we share our stories*** of authenticity, while connecting with our audience through genuine, inspiring, and engaging entertainment.

Here's what we can offer you:

As a Top 100 employer in Canada, taking care of our people is our priority. In addition to our fun, flexible team environment our total rewards package includes: comprehensive company paid health and dental coverage, an employer matched - Defined Contribution pension plan and an employee/family assistance plan. Other highlights include a 35 hour work week as well as training & development assistance, which is highly encouraged. It is important to us, that we support you and your success during your time with us. That's why our total rewards are designed to help you achieve overall balance personally and professionally, both now and into your future.

Highlights of this opportunity:

Do you enjoy working with numbers, juggling multiple priorities and have a passion for streamlining processes? Are you a numbers guru who enjoys working in a fast-paced environment? If you said **yes**, then this is the opportunity for you!

- Ensures all Programming assets are recorded accurately and the sub ledgers balance to the General Ledger;
- Prepares worksheets, journal entries, and postings to the General Ledger for amortization of these assets;
- Performs reconciliations, completes worksheets and reviews certain accounts in the General Ledger;
- Receives, tracks, and records the Programming payable invoices on a timely basis;
- Communicates with producers on status of invoices and notifies them of any issues;
- Schedules invoices for payment and submits for approval;
- Prepares cash flow and payment schedules in coordination with the Programming dept. for producers;
- Ensures the Programming payables and deposit sub ledgers are accurate and balanced to the General Ledger;
- Ensures all Programming payable vendor information in accounting system is accurate and complete;
- Prepares and creates electronic payment of vendors and employees within APTN's online banking systems and accounting systems;
- Assists in preparing cost reports and preparing for the annual audit with the external auditors.

Your accomplishments and experience include:

- Post-secondary education in Accounting with proven, related experience;
- Knowledge of Great Plains accounting system and proficiency with Internet, E-mail and other business related computer software;
- Attention to detail and numerical accuracy;
- Solid time management skills, since you will be managing multiple priorities with competing deadlines.

Your new opportunity awaits; come and see what makes us one of Canada's top employers!

[Click here to join our team today.](#) Please apply before **Tuesday, October 1, 2019.**



As an Indigenous employer we encourage First Nations, Inuit and Métis applicants to apply.