

About MHHC:

The Manitoba Habitat Heritage Corporation (MHHC) is a registered charitable organization based in Manitoba, Canada. MHHC was formed to work in partnership with Manitoba landowners to maintain and enhance fish and wildlife habitat. The Corporation is governed by a nine-member Board of Directors and has thirty fulltime employees, located in eight offices throughout southern Manitoba.

MHHC was established in 1986 as a provincial Crown Corporation but underwent a significant transformation on February 1, 2021 when it became a private, charitable organization. While the organization has evolved over the decades, its charitable purpose – conservation, restoration and enhancement of fish and wildlife habitat – has remained the same.

The mission of MHHC is to create enduring conservation benefits through investment in and delivery of initiatives to achieve productive natural landscapes and community wellbeing.

How to Apply:

Please apply online at **indeed.com** or by emailing your resume in confidence to Human Resources at **hr@mhhc.mb.ca**.

Feel free to email **hr@mhhc.mb.ca** for further information about this career opportunity as well.

We thank all applicants for their interest; however, only those selected will be contacted.

Accounting Assistant

Manitoba Habitat Heritage Corporation (MHHC)

Winnipeg, Manitoba

Reporting directly to the Accounting Manager the incumbent is responsible for: day-to-day activities of the accounting functions; support the preparation and communicating payroll procedural issues to staff; as well as processing and auditing of financial statements for the Manitoba Habitat Heritage Corporation. This position must also ensure adherence to generally acceptable accounting principles (GAAP), Accounting standards for not-for-profit organization (ASNPO), established corporate policies and procedures, and compliance to applicable Federal and Provincial government legislation.

If you are passionate about accounting, and working in an environmental conservation not-for-profit, apply today!

As the Accounting Assistant, you will:

- Process the financial liabilities of MHHC programs in a timely and accurate manner ensuring policies are followed. This will include data entry, document management and payment processing.
- Administer the payroll system ensuring all employee records are maintained, staff receive payment accurately, on time and that the necessary deductions are made.
- Process the correct and timely payment of any statutory and personal deductions to the appropriate vendors on behalf of MHHC and its employees.
- Assist in the administration of the staff benefits program for MHHC and CWWP contract employees ensuring the prompt and accurate payment of insurance premiums.
- Administer the registration of new employees and changes for existing employees are handled in an accurate and timely manner.
- Oversee MHHC purchasing, ensuring that Corporate purchasing policies and procedures are followed.
- Be responsible for vehicle administration, including reviewing monthly records, monitoring and reporting on the use and costs of private vehicles used on MHHC business. Liaison with the Enterprise Rent-a-Car for occasions when rental vehicles may be used for Corporate activities.
- Participate in Trust grant audit activities.
- Setting up new grants, receiving payments and following up on AR overdue accounts.
- Modify & receive payments in Microsoft Dynamics GP software.
- Prepare and filing of government remittances, GST, PST, and corporate tax.
- Administer Cash flow management.
- Maintain the AR & AP filing system.
- Other duties as assigned.

You and Your Experience:

- College Degree in accounting or relevant field from a recognized academic institution; Bachelor's Degree or higher is an asset.
- Minimum of three years accounting experience utilizing computer-based financial reporting and Payroll systems.
- Knowledge of Microsoft Dynamics GP is considered an asset
- Proficiency in Microsoft Office computer programs (Outlook, Excel, Share Point and Word)
- Must have excellent customer service skills and be able to assist various department within the organization by providing timely information with a high degree of confidentiality.
- Must be able to prioritize workflow and manage multiple priorities in a fast-paced environment with the utmost attention to detail.
- Must have the ability to work independently and as an effective member of the overall team.
- Strong analytical and problem-solving skills
- Excellent interpersonal and English communication skills required.
- Adheres to all safety and health regulations and safe work practices.
- May be required to perform other duties and functions related to this job description not exceeding above stated skills and capabilities.