



Long Term & Continuing Care
Association of Manitoba

.3 Book Keeper/Office Assistant

The Long Term & Continuing Care Association of Manitoba (LTCAM) is currently inviting applications for a **.3 Book keeper/office assistant with more hours offered at year end and at the time of our annual provincial conference.** We also run a few special campaigns each year and would invite extra hours at those times. The hours would be flexible, dependent on tasks.

The ideal candidate will work in a growing health associated environment.

Candidate must:

- Be proficient in Microsoft Office (Word, Excel, Outlook)
- Be proficient in QuickBooks
- Be able to work with minimal supervision
- Have their own transportation, for e.g. obtaining signatures for cheques

The following would be considered assets:

- Be familiar with senior care living options
- A working knowledge of Canva and MailChimp
- Familiar with working on a Website
 - Website maintenance, formatting and upkeep
- Administrative Assistant training
- Financial accounting designation/courses/training/experience

Duties:

- Maintain accurate financial records
- Perform audit preparations and interactions with Auditors
 - Work with Auditors at year end – prepare all documents, answer or source answers to questions.
- Accounts receivable invoicing and bank deposits, follow up on delinquent payments
- Performing payroll administration duties (for two staff)
- CRA: Filing tax returns and GST net files/follow-up
- Create reports in Quick books as needed or requested
- Transfer deferred and pre-paid amounts at year end
- Assistance with Annual Provincial Conference
- Contact Management Database maintenance
- Performing other duties as required: e.g. covering for the Admin Coordinator when away: phones, mail, computer issues, promotion mailings, and running errands

Salary will be commensurate to the candidate's experience and skills.

Please submit your resume and cover letter to the Long Term & Continuing Care Association of Manitoba, Suite 202 135 McGregor, Winnipeg, MB. or email to jhiebert@ltcam.mb.ca by July 22, 2022.

Should you have questions regarding this position, please call 204-477-9888.