

UNIVERSITY MEDICAL GROUP

Position # 645

Department Contact Information

Return Applications to: **Angela MacDonald, University Medical Group**
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Posting Information

Classification:	Accounting Clerk	Hours of Work:	15-25 hours / week
Department:	Internal Medicine	Wage or Salary:	competitive
Section:	Managing Director Office	Start Date:	ASAP
Position:	Part-time, Permanent	Probation	6 Months

Cover letters along with resumes to be received by: July 11, 2025 at 4:00 p.m.

Representative Duties

MAIN FUNCTION OF POSITION:

Under the general direction of the Senior Manager, Finance & IT the incumbent is responsible for processing accounts payable and receivable, performing reconciliations, and maintaining accurate financial records across multiple platforms and organizations. The incumbent will also perform other administrative tasks and provide support to other administrators as needed.

KEY RESPONSIBILITIES & DUTIES:

- Process and monitor accounts payable and accounts receivable transactions in a timely and accurate manner adhering to applicable policies and procedures.
- Perform monthly financial reconciliations, ensuring all entries are properly documented and discrepancies are resolved.
- Maintain accurate and organized financial records and supporting documentation.
- Assist with the preparation of month-end and year-end reports and working papers.
- Coordinate and communicate with internal departments and external vendors as needed to ensure financial accuracy and resolve issues.
- Process journal entries and assist with general ledger maintenance.
- Support internal audits and ensure adherence to financial policies and procedures.
- Assist in the implementation and use of various financial software systems across organizational units examples include Quickbooks, FAST, Concur, EPIC, SAP
- Provide administrative support as required.
- Perform other duties related to accounting and financial support as assigned.

Qualifications

Education:

- Post-secondary education in Accounting, Finance, Administration or a related field; an equivalent combination of education and experience may be considered.

Experience:

- Minimum of 2 years of experience in a similar accounting support role.
- Experience in Quickbooks is considered a strong asset.
- Familiarity with financial systems used by the University of Manitoba and Shared Health is an asset.
- Demonstrated ability to work across multiple organizations and cross-functional teams with different platforms and processes.

Skills and Abilities:

- Strong attention to detail and high level of accuracy.
- Excellent organizational, communication, and problem-solving skills.
- Advanced knowledge of Microsoft Excel and other Office applications.
- Ability to manage multiple tasks and meet deadlines in a fast-paced environment.
- Excellent interpersonal skills.
- Ability to exercise initiative, sound judgment, diplomacy, professionalism.
- Ability to maintain confidentiality.
- Ability to work independently and as a team member.

The University Medical Group is strongly committed to equity and diversity within its community and especially welcomes applications from women, racialized persons, Indigenous peoples, persons with disabilities, persons of all sexual and gender identities, and others who may contribute to the further diversification of ideas.

If you require accommodation supports during the recruitment process, please contact the UMG Business Office at info@universitymedicalgroup.ca or 204-789-3645. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.

"We thank all who apply and advise that only those selected for further consideration will be contacted."