

UNIVERSITY MEDICAL GROUP

Position # 650

Department Contact Information

Return Applications to: **University Medical Group**
S107 - 750 Bannatyne Avenue
Winnipeg, Manitoba R3E 0W2
FAX (204) 786-2987

E-Mail Address: info@universitymedicalgroup.ca

Posting Information

Classification:	Accountant	Hours of Work:	35 hours / week
Department:	UMG	Wage or Salary:	\$63,954 - \$74,183
Section:	UMG Business Office	Start Date:	ASAP
Position:	Regular, Full-Time	Probation	6 Months

Cover letters along with resumes to be received by: October 27, 2025 at 4:00 p.m.

The University Medical Group (UMG) is a non-profit association with over 600 academic doctors that are faculty members in the Max Rady College of Medicine and College of Community and Global Health in the University of Manitoba. Academic doctors teach students and other learners, conduct research on behalf of the University, lead/manage programs, and provide clinical services at healthcare service delivery organizations.

UMG operates a business office that supports its members and their respective departments by providing a variety of services which includes, but is not limited to, administration, accounting, cash management, payroll, human resources, consultation, system navigation, and any such other service as may be deemed desirable by the members from time to time.

Representative Duties

Position Summary:

The accountant is responsible for performing a variety of accounting and clerical duties to ensure that all accounts receivables and payables are processed quickly and accurately, according to standard operating procedures. Duties include, but are not limited to, maintaining accounts; verifying payment authorities; processing invoices; preparing cheques or importing payment files for electronic funds transfer; preparing bank deposits; reconciling accounts, and running reports.

The position reports to the Accounting Supervisor and assists with end of period financial reporting, auditing and reconciliation activities. The position also assists the other business office staff, doctors, billing clerks, and University of Manitoba departmental staff with resolving any questions or concerns.

Qualifications

Education:

- Grade 12 with post-secondary education in a recognized accounting program or be working towards attainment.
- Minimum two years accounting experience.
- An equivalent combination of education and experience may be considered.

Experience:

- Extensive accounting and bookkeeping experience that includes processing accounts payables and receivables, ideally with some experience in a university or health care environment.
- Experience reconciling accounts and preparing journal entries.
- Experience preparing budgets, cash flows and financial statements.
- Experience applying accounting principles and interpreting policies.
- High level of accuracy and attention to detail are required for all financial accounting activities.
- Strong analytical skills with the ability to review and identify problems, then suggest practical solutions.
- Strong organizational skills to utilize time and energy to complete assigned work in a timely manner.
- Strong verbal communication skills to handle phone calls and in-person inquiries with tact and friendliness.
- Strong writing and editing skills to produce respectful and professional emails.
- Strong interpersonal skills to work effectively as a collaborative team and maintain a positive work environment.
- Self-motivated and able to work independently and as part of a team to meet tight, often competing deadlines.
- Advanced level of proficiency in Microsoft Office (Outlook, Word, Excel) with extensive experience using and developing spreadsheets.
- Experience using accounting software, preferably Sage 300 Premium ERP (Accpac).

Position description available upon request

Conditions of Employment:

- Must be legally entitled to work in Canada (SIN).
- Must have a satisfactory Criminal Record Check with Vulnerable Sector Check.
- Must have a satisfactory Credit Report.

Further Information**Company Benefits:**

- Health and dental coverage
- Paid time off for statutory holidays, vacation and sick leave
- Employee assistance program
- Employer matched pension contributions
- Life and disability insurance
- Professional development opportunities/tuition reimbursement
- Access to on-site monthly parking (applicable fees paid by the employee)
- Access to on-site gym/recreation facility (applicable fees paid by the employee)

Application Information:

Ready to join our team? Apply now by submitting your resume and cover letter.

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.