

# WOLVERINE<sup>TM</sup> SUPPLIES

## ACCOUNTING ASSISTANT - FULL TIME

**Wolverine Supplies in Virden, MB is searching for a motivated individual to join our team as an Accounting Assistant!**

The successful candidate will be responsible for assisting in Accounts Payable and Accounts Receivable. Accounting diploma or similar experience is preferred. The successful applicant will be expected to be organized, demonstrate attention to detail, and be adaptable to a fast-paced environment. Experience with Microsoft programs, computerized accounting and inventory systems is preferred, but training can be provided.

**This will be a full-time, permanent position.**

**Company health benefit plan and pension plan in place.**

**Wage to be determined.**

### DUTIES:

#### Accounts Payable

- Verify and code source documents and receipts;
- Enter invoices for payment;
- Generate payment batches, prepare cheques/EFT's;
- Prepare PST and GST reports monthly;
- Process credit card payments and reconcile;
- Filing as needed.

#### Accounts Receivable

- Apply customer payments;
- Reconcile daily batches and monthly reconciling;
- Prepare customer statements;
- Filing as needed.

### PLEASE SUBMIT RESUMES TO:

**[genn@wolverinesupplies.com](mailto:genn@wolverinesupplies.com)**

**DEADLINE FOR SUBMISSIONS: February 28, 2023**

Only applicants selected for an interview will be contacted. Thank you for your interest in a career at Wolverine Supplies!

**WOLVERINE SUPPLIES**

#SUPPORTLOCAL  

**EVERYTHING FIREARMS AND THE OUTDOORS**

**WOLVERINESUPPLIES.COM**