



## **Employment Opportunity: Bookkeeper**

### **General Description:**

The University of Winnipeg Community Renewal Corporation (UWCRC) is a not-for-profit charitable corporation, created to support the University of Winnipeg and to contribute to sustainable downtown campus revitalization, with a view to community inclusion. UWCRC is responsible for planning and development of University capital projects including academic buildings, blended student and community residences and retail and other amenity spaces. In addition to property development, UWCRC manages several ancillary business units. Most significantly, UWCRC has partnered with a community economic development organization, SEED Winnipeg, to create a unique campus food service, Diversity Foods, a social enterprise which provides affordable, nutritious, locally sourced, organic, multi-ethnic food. Diversity also provides significant job opportunities for new Canadians and Aboriginal people.

In 2016, the Board of UWCRC and the Board of Regents of the University of Winnipeg saw the benefit in creating a sister corporation (UWCRC 2.0 Inc.) to support and foster values-driven development in the broader community. The mandate of UWCRC 2.0 Inc. is to apply UWCRC's values, skills, competencies, and experience to non-University specific economic development activities. UWCRC 2.0 is mandated to develop wholly-owned or joint-venture real estate developments and to provide development, project management and property management services to other post-secondary institutions, non-profit organizations and First Nations clients.

UWCRC 2.0 is currently working on several mixed-use (commercial/residential), mixed-income (market/affordable) housing projects, which are in the development phase in downtown Winnipeg. These projects include, the West Broadway Commons, a 110 unit residence owned in partnership with a local church and a wholly-owned 119 unit residence at 290 Colony Street.

For more information about UWCRC 2.0 Inc please see: [www.uwcrc.ca](http://www.uwcrc.ca)

UWCRC 2.0 is seeking a Bookkeeper who will be responsible for maintaining the financial records for UWCRC 2.0 Real Estate Development, Business Development, Property Management Services and ancillary business units by accurately recording the day to day financial transactions of the corporation. The Bookkeeper directly reports to UWCRC 2.0's Comptroller and assists the Comptroller, CFO, and all team members within the organization with the ongoing financial management and record keeping of the corporation.

UWCRC 2.0 is committed to employment equity, welcomes diversity in the workplace, and encourages applications from all qualified individuals including women, members of racialized communities, indigenous persons, persons with disabilities, and persons of any sexual orientation or gender identity. In accordance with Canadian immigration requirements, first preference must be given to Canadian citizens and permanent residents of Canada.

### **Main Job Tasks and Responsibilities of UWCRC 2.0 Bookkeeper:**

- data entry
- prepare and enter journal entries
- check and verify source documents
- maintain and file financial records and reports
- maintain internal control systems
- manage accounts payable and accounts receivable
- prepare cheques, process payments, bank deposits, and bank transfers
- prepare reconciliations of various UWCRC 2.0 accounts and its related entities to ensure their accuracy and timely resolution
- analyze general ledger accounts and suggest adjustments to the Comptroller where necessary
- maintain complete filing system to support financial records
- assist with the monthly preparation of financial statements
- assist with the compliance of relevant reporting requirements
- assist with annual budget preparation
- assist with annual audits
- provide clerical and administrative support to management and UWCRC 2.0's team

### **Key Competencies:**

- planning and organizing
- team-work
- attention to detail
- information collection and monitoring
- adaptability
- problem solving
- ability to meet deadlines
- confidentiality
- integrity

### **Education and Experience:**

- at least 2 years of previous bookkeeping experience
- educational credentials in bookkeeping, accounting, finance or business, such as enrollment in a program, is an asset
- knowledge of bookkeeping practices
- knowledge of generally accepted accounting principles and procedures is an asset
- knowledge of data entry, management and financial data analysis
- self-motivated, dependable and possesses strong problem-solving skills
- ability to work in a high-paced small team environment
- working knowledge of relevant computer applications, including:
  - Quickbooks Online
  - MS Word and MS Excel
  - Working knowledge of Yardi Genesis<sup>2</sup> (and/or other property management and accounting software) is an asset

**OR EQUIVALENT COMBINATION OF EDUCATION, EXPERIENCE, SKILLS, KNOWLEDGE AND ABILITIES**

**Position Category:**

Full-time, continuing

**Probation/Trial Period:**

910 working hours or six (6) months, whichever occurs first

**Salary Range:**

\$43,098 - \$48,787

**Hiring Range:**

\$43,098 - \$46,816

**Start Date:**

As soon as possible

**Posted:**

January 16, 2020

**Close Date:**

February 5, 2020

**Applications:**

Application, including a cover letter, resume, and name, title, address, telephone number and email address of three current references should be completed and sent to the attention of:

Mr. Dean Lash  
Comptroller  
UWCRC 2.0  
515 Portage Ave.  
Winnipeg MB R3B 2E9  
d.lash@uwinnipeg.ca

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