
The *Canadian Malting Barley Technical Centre* is seeking to fill a full-time position at its head offices in Winnipeg, Manitoba for the following role as Bookkeeper/Administrator.

Position Description: The Bookkeeping Administrative position's main responsibilities include recording all CMBTC financial transactions in the software accounting program, reconciling bank and credit card statements, and providing the Managing Director with reports as requested. The position also includes administrative functions associated with daily company operations.

The following sections describe the Bookkeeping responsibilities (85% of time):

Daily Responsibilities

- Record all financial transactions (e.g. expenses, revenue, reimbursements) into the Sage50 accounting system in a timely and accurate manner.
- Monitor cashflow by overseeing bank account and credit card activities
- Maintain and organize receipts, invoices, and supporting documentation in line with funding and audit requirements.
- Respond to internal queries regarding financial entries, payments, or funding codes.

Bi-weekly | Monthly Responsibilities

- Reconcile bank and credit card statements to ensure accuracy and completeness of financial records.
 - Process accounts payable: prepare cheques, credit card payments, or electronic funds transfers to vendors.
 - Issue invoices for:
 - Membership dues (ensuring timely issuance and collections)
 - Training or program registration
 - Other billable services
 - Follow up on outstanding receivables and track collections.
 - Notify Ceridian of bi-weekly salary information.
 - Process RRSP contributions and issue corresponding cheques.
 - Maintain a structured digital filing system for vendor files and other financial documentation.
 - Prepare monthly financial summaries and transaction reports for the Managing Director upon request.
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Quarterly Responsibilities

- Prepare interim financial reports or summaries as needed for board meetings, or grant reporting.
- Work with the Managing Director to review financials and identify adjustments or anomalies.
- Ensure allocation of expenses aligns with specific funding streams (federal, provincial, membership).
- Work with the Managing Director to prepare and submit the government program (e.g. Agri-Marketing Program) financial claims.

Annual Responsibilities

- Prepare and organize financial records for external audit, including:
 - General ledger reports
 - Reconciliations
 - Sampled transaction documentation
- Collaborate with the Managing Director and external accountant during the year-end financial close process.
- Assist with the preparation of final financial reports for funders (federal, provincial) in line with their requirements.
- Participate in the annual budgeting process by providing historical financial data and assisting with projections.
- Ensure all membership records are up to date and assist in sending annual membership renewal invoices and tracking dues collection.
- Review and archive financial records in compliance with retention policies and audit standards.

The following section describes the Administrative responsibilities (15% of time):

Administrative Responsibilities

- Be the main company contact for inquiries (main phone line and general company email); direct inquiries as needed to appropriate staff.
- Assist with CMBTC administration and programming at the request of the Managing Director (e.g. book flights, make hotel reservations, assist with board meeting facilitation).
- Assist the Manager of Markets & Communications with initiatives (e.g. coordinate document printing, purchase promotional items).

Report to:

- Managing Director

Position Requirements

- A good working knowledge of computers, and common software programs (Word, Excel, PowerPoint, Outlook).
- Basic understanding of accounting principles.
- Experience with accounting software programs (e.g. Sage50, QuickBooks).
- The ability to understand financial statements.
- The ability to work in a team environment.
- The ability to work independently without close supervision, and to make independent decisions when necessary.
- Good communication skills, which include:
 - The ability to liaise with staff from other organizations such as member companies.
- Flexibility with respect to hours of work.

Position Status & Compensation

- This is a full-time, salaried position with work hours of 37.5 hours per week.
- The CMBTC offers a competitive salary and benefits package, with salary reflective of qualifications and experience.

How to Apply:

Interested applicants should send a resume and cover letter to:

Peter Watts
Managing Director
Canadian Malting Barley Technical Centre
Tel: 204 983 1981
E-mail: pwatts@cmbtc.com

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