

Who are we

Knowles Centre is a community-based, non-profit social service agency for children, adolescents and young adults facing difficult times in their lives. It began as a home for boys in 1907 and today provides a range of therapeutic and skills-based programs to young people from Manitoba and other communities throughout Canada.

Knowles Centre is made up of a team of 130 full-time, part-time and casual employees. Each day we strive to help young people and their families address past struggles, develop healthier relationships and ways of life, and reach their full potential in the future.

We do this by providing the following programs:

- Healing Homes
- Treatment Foster Care
- SAIL Program
- Day Treatment
- Sexual Abuse Treatment
- Moving Forward Counselling

In addition, we offer or arrange support services that complement our core programs, including:

- *Biimautaziwin* Aboriginal Cultural Program
- Recreation Program
- Camp & Outdoor Education Program
- Access to psychiatric consultation
- Program partnerships with River East Transcona School Division

Knowles Centre is a registered, non-profit, charitable organization governed by an elected Board of Directors.

We are hiring! Accounting Assistant (full-time, open term)

The Accounting Assistant is involved in all aspects of the Accounting department and will assist the Accountant and the Director of Finance in analyzing accounting data and preparing reports, and assisting with payroll functions.

The Accounting Assistant works 40 hours a week in our picturesque North Kildonan campus, from 8:30 am to 4:30 pm, Monday to Friday.

Main Responsibilities:

- Billings/Accounts Receivable/Accounts Payables - monitors the preparation and accuracy of the accounts receivable, billings and accounts payable process.
- Assist with payroll processing.
- Manages updated contact information and contact agencies to resolve accounting issues.
- Day to day maintenance of computerized accounting system (SAGE- AccPac).
- Assists with external audit.
- Assist team members with various administrative tasks as required.

Qualifications:

- Post-secondary accounting courses.
- 3+ years' experience working in an accounting role – accounts payables, receivables.
- Experience in payroll processing.
- Strong understanding of accounting principles.
- Knowledge of SAGE- AccPac is an asset.
- Must be reliable, organized and have the ability to prioritize.

- Proficient in Microsoft Excel, Word, Outlook and Adobe Pro.
- Ability to effectively establish and maintain a positive, professional relationship with co-workers, managers and external agencies.
- Excellent communication and interpersonal skills (i.e., warm, friendly, assertive)
- Valid Manitoba Driver's License.
- Satisfactory Child Abuse Registry, Prior Contact, Adult Abuse Registry and Criminal Record Reference checks.

Knowles Centre is committed to providing a safe environment for children and youth. Applicants considered for hire require satisfactory Child Abuse Registry, Prior Contact, Adult Abuse Registry and Criminal Record Reference checks.

Why work at Knowles Centre?

There are great opportunities open to those who know making a BIG difference starts with the little things.

- Competitive salary
- 3 weeks' vacation to start
- Paid sick time
- Free parking
- Defined benefits pension plan
- Extended health plan with long-term disability coverage
- Optional additional life insurance coverage
- Support for life-long learning and professional development

Posting date: Monday, January 17, 2023
Deadline for applications: Friday, January 27, 2023 @ 4:00 p.m.
Tentative start date: As soon as possible

All applicants are required to submit their résumé and cover letter by 4:00 pm on January 27, 2023, as well as complete an [employment application](#) (available on our website) to:

Sandie Wagner, Human Resources Coordinator
 Knowles Centre Inc.
 2065 Henderson Highway
 Winnipeg, MB R2G 1P7
 Fax: 204-334-4173

Or email: swagner1@knowlescentre.org

No phone inquiries please

We thank all applicants who apply, however, only those applicants selected for an interview will be contacted.

Knowles Centre is committed to diversity and inclusivity in the workplace. We are a friendly organization that welcomes applications from all individuals who share our vision of maintaining a respectful environment for all.

Knowles Centre acknowledges that we are gathered on Treaty 1 territory, the traditional territory of Anishinaabe, Cree, Oji-Cree, Dakota, and Dene People, and the homeland of the Métis Nation. With the spirit of reconciliation and decolonization, we seek to understand our place in history, and build alliances with Indigenous communities through education and collaboration.