

True North Sports + Entertainment is looking for a motivated and detail-oriented individual to join our team.

The **Accounting Assistant** will perform a wide variety of support roles at True North's downtown office location, within the accounting department. Reporting to the Controller, this position will gain exposure to a fast-paced environment while gaining valuable skills for the individual's future career in accounting.

This student term position will commence in September and be completed in December 2021.

What to be excited for in this role:

- Create disbursement vouchers for accounts payable ensuring expenses are properly allocated.
- Data entry of accounts payable and accounts receivable into accounting software.
- Assist with the daily bank account reconciliations.
- Ensure filing is completed in a timely manner.
- Review staff's expense reports and compile data.
- Assist with special projects as needed and assigned.

In addition to these primary roles, this position may be asked to complete other assignments/tasks which may be assigned from time to time, as workloads and schedule allow.

What we need from you:

- Enrollment in a relevant post-secondary program.
- Sound judgment with the ability to maintain the utmost confidentiality, discretion, and professionalism at all times.
- Excellent error free data demonstrating an overall attention to detail.
- Advanced knowledge of Microsoft Excel.
- Sound interpersonal skills and judgment to aid in management of relationships and communications with various clients, suppliers, subordinates, peers, and supervisors as required in this role.
- Ability to effectively work with differing demands from a diverse group of persons and to meet the service expectations of each.
- The capacity to prioritize competing demands in a diverse and evolving environment, independently managing deadlines and corresponding workload.

Due to the nature of the sports and entertainment industry where indoor public assembly takes place, it is True North's expectation that all employees must be fully vaccinated for COVID-19 by August 31, 2021 in a manner approved by Health Canada. Providing confirmation of full vaccine status by August 31, 2021 is a condition of employment unless a request for accommodation in accordance with *The Human Rights Code* (Manitoba) has been received and approved by True North. Reasonable documentation supporting any request for accommodation will be required.

To apply for this position please complete the application form on our website at <https://www.tnse.com/join-our-team/student/>. Please attach your cover letter and resume at the end of the form (combined into one document) by **July 28, 2021**.

WE ARE TRUE NORTH.

We thank all that apply, however, only those selected for an interview will be contacted. No phone calls please.