



CAREER OPPORTUNITY

Color Ad Packaging is a Winnipeg based leading producer of quality commercial packaging products. We are focused on providing our customers with world-class flexible packaging solutions that are manufactured in a clean and safe work environment.

We are currently seeking to hire an experienced **FINANCE COORDINATOR**.

Color Ad is seeking a highly professional, energetic, detail-oriented individual to join our team as the Finance Coordinator. The successful candidate will be responsible for and oversee various finance-related tasks and provide support to the management team with reporting and analysis.

REPORTING TO THE CONTROLLER, YOU WILL BE RESPONSIBLE FOR:

- Supporting the AR function through the administration of the company's credit and collection policies;
- Supporting the Controller and finance team with periodic reconciliations and analysis;
- Assisting with month end procedures and reconciliations;
- Preparing and posting journal entries;
- Processing of biweekly salary and hourly payroll using Ceridian Dayforce;
- Monthly commission calculations.

EDUCATION / EXPERIENCE / QUALIFICATION REQUIREMENTS:

Education / Experience:

- 2 years' experience in an accounting environment, including reconciling accounts and subledgers, applying accounting principles to assess proper recording of transactions;
- Working towards or completion of an accounting designation, or an appropriate combination of skills and experience;
- Completion of the PCP Certification is preferred but a combination of experience and education will be considered;
- 2 years' experience as a payroll administrator in an hourly and salaried work environment.

Qualifications:

- Working knowledge of payroll and employment standards;
- Demonstrated problem-solving skills with the ability to identify issues; investigate and seek creative solutions;
- Ability to analyze financial data and present it in an appropriate format;
- Ability to multi-task, prioritize and meet deadlines;
- Excellent organizational and time-management skills;
- Ability to work accurately, efficiently and effectively both independently and as part of a team;
- Strong verbal and written communication skills are essential;
- Intermediate to advanced knowledge of Microsoft Excel.

Color Ad offers a competitive wage and benefits package.

If you meet the qualifications required and if the above position describes your experience and interests, please submit your resume to the Human Resources Department at hr@colorad.ca

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

Color Ad Packaging is an equal opportunity employer, committed to maintaining a diverse workforce.