



Accounting/Data Entry Clerk

Morgan Fuels, a large fuel and propane distribution company operating throughout Northwestern Ontario and Manitoba, has an employment opportunity for a full-time Accounting/Data Entry Clerk. This position is based in **Red Lake (Balmertown)** and is responsible for providing exceptional front line customer service, inventory control, processing of daily sales and payments, as well as the overall collection of accounts for the Red Lake region. The Accounting/Data Entry Clerk works as a team member to ensure customer service is provided at the highest level possible.

Preferred qualifications include, but are not limited to:

- Grade 12 Diploma.
- 2 years of experience in data entry.
- Working knowledge of Microsoft Office suite, with intermediate knowledge of Excel.
- Working knowledge of Sage 50/Simply Accounting is an asset.
- Proficiency in keyboarding with the ability to type 50 w.p.m.
- High level of accuracy and analytical skills with attention to detail.
- Previous experience in accounts collection would be an asset.
- Valid Driver's License
- Post-secondary education in accounting or a business related field is an asset.

Why work for Morgan Fuels?

We offer competitive wages and benefits, including Life and Health Benefits and a pension plan (Employer contributes 9%, Employee contributes minimum 6%) as well as discounts on products after successfully completing a 3 month probationary period. Vacation entitlement increases to 3 weeks after 1 full year of employment.

If you feel your skills and qualifications meet the above requirements, please email your resume and cover letter by Monday, March 17, 2025 to hr@morganfuels.ca

For more information, contact Diane or Laurel at 807-737-2250. Anticipated start date is mid-April.

We understand that no candidate will meet every single preferred qualification. If your experience looks a little different from what we have identified and you think you can bring value to the role, we would like to learn more about you.