



Finance Clerk

Morgan Fuels, a large fuel distribution company operating throughout Northwestern Ontario and Manitoba, has an employment opportunity for a full-time Finance Clerk. This opportunity can be based out of Sioux Lookout, Dryden, Thunder Bay, or Kenora.

This position is responsible for completing various accounting functions, such as, government tax reports, processing payroll, billings, and provides support to Human Resources, Accounts Receivable, and Accounts Payable.

Preferred qualifications include but are not limited to:

- Post-secondary education in accounting or a business related field.
- Ability to be cross trained in various areas of administration.
- Intermediate knowledge of Microsoft Excel.
- Working knowledge of Microsoft Office Suite.
- Working knowledge of Sage 50/Simply Accounting is an asset.
- Previous payroll experience is an asset; however, training can be provided.
- Proficiency in keyboarding with the ability to type 50 w.p.m.
- High level of accuracy and analytical skills with attention to detail.
- Valid driver's license and own transportation.

The successful candidate will be required to submit a Criminal Records Check.

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 cover letter and resume **by Friday, October 6, 2023** to hr@morganfuels.ca.

For more information or a detailed job description call Diane at 807-737-2250 ext 126.

Morgan Fuels will consider an expanded role for this position if the candidate is working towards their CPA.