

We're looking for game changers who like to make things happen!

Equally as important, you can see yourself on a team that is deeply passionate about making sure all Manitobans can breathe with ease.

For more information or to apply for either of these positions, please contact Bill Pratt, President & CEO, at 204.774.5501 ext 225 or by email at bill.pratt@mb.lung.ca.

Bookkeeper

Reporting to the President & CEO, you will be responsible for: automated bi-weekly payroll; T4 coordination at year-end; enroll and remove employees from group benefits; prepare monthly financial statements (balance sheet and income statement); code invoices; prepare the T3010; code donations; prepare cheques for payment; bank reconciliations on a monthly basis; reconcile donations received through direct deposit; run reports on vendors; and, keep the paper filing system organized and up to date. There will also be some management/review of supplier agreements and/or contracts.

Your experience and skills must include: 2 – 5 years' experience working for a charity; comfort with Sage 50; and a post-secondary education in Accounting, Applied Accounting or an equivalent program.

You are known for your positive attitude, ability to work well with others in an office setting and problem solving.

Your ethics are impeccable and you are excited about the opportunity to join a team that is committed to helping Manitobans breathe with ease.

Data Entry Coordinator

Reporting to the President & CEO, you will be responsible for processing, recording and issuing tax receipts. In addition, you will be responsible for generating fundraising reports from the software.

Your experience and skills must include: 1 – 5 years' experience working for a charity; experience with customer relationship management software; and a post-secondary course or training in administration, data entry, records management or similar program.

You are known for your positive attitude, ability to work well with others in an office setting and problem solving.

Your ethics are impeccable and you are excited about the opportunity to join a team that is committed to helping Manitobans breathe with ease.