

Bilingual Accounting Coordinator

We are in the people business. Dedicated to helping Canadian companies and their valued employees.

At People Corporation® we make a difference in the lives of more than 1 million Canadian employees and their families, by providing employee group benefits, wellness solutions, group retirement and pension solutions, and HR services.

Quite simply, we provide customized solutions to fit the unique needs of companies operating in different industries, employing people across multiple generations and with a broad range of different demands.

As a publicly traded company with over 625 employees - we are one of the fastest growing companies in Canada and are dedicated to helping you succeed.



A New Opportunity!

We have an exciting opportunity for a Bilingual Accounting Coordinator in Winnipeg, MB.

As a member of the Billing and Data Administration team, the Accounting Coordinator is responsible to provide accurate, timely and relevant information to internal and external stakeholders of the Company, from which they are able to make informed decisions and to safeguard intangible and tangible assets.

The Accounting Coordinator is responsible to support the Billing and Data Administration functions including but not limited to; client accounting, exposure reporting, claims payment, corporate banking, and month end preparation.



Key Responsibilities

- Manage day to day banking and client receipts.
- Prepare and finalize corporate and trust banking reconciliations.
- Review and pay claims for internal group benefit clients.
- Manage all client account receivable balances, reporting, and collection.
- Monitor and prepare client self insured benefit plan balances, deposits, plan reimbursements, and reconciliations.
- Communicate regularly with sales service office representatives as it relates to client payment, collection, manual invoicing, and ad-hoc reporting and problem solving.

Core Qualifications

- Minimum of 2 years experience in an office coordinator or clerk role.
- Proficiency in MS Office applications.
- Advanced Excel skills and ability to work with large amounts of data, spreadsheets and tracking documents.
- Ability to liaise effectively with various levels of management and establish relationships with external suppliers and customers.
- Excellent written and verbal communications skills in both French and English.
- Adaptable and actively embraces and manages change.

Position Details

*Located in
Winnipeg, MB*

HOW TO APPLY -

Interested applicants please forward your resume to careers@peoplecorporation.com. We thank each applicant for their interest and only those selected to move forward in our recruitment process will be contacted.

FOR ADDITIONAL INQUIRIES

Persons with disabilities who require accommodation in the application process or those needing an alternate format may email a request to careers@peoplecorporation.com or visit www.peoplecorporation.com.