



2025-06-16

ENWIN Utilities Ltd., is currently accepting applications for the vacant position of

**Temporary Clerk Accounting (6 months)**  
**(\$26.65 - \$33.31)**

Reporting to the Controller, the successful applicant will be responsible for providing the necessary support to enable the day-to-day basic accounting requirements for ENWIN and its group of companies. This position performs a range of general clerical, accounting and bookkeeping support within the Finance Department. Duties include but are not limited to completing the daily bank reconciliations, accounts receivable invoicing as required, including the completion of the collections procedure to ensure miscellaneous receivables are collected in a timely fashion, accounts payable invoices including the sorting, filing and entering of accounts payable invoices, preparing cheque runs and wire transfers, maintaining and monitoring vendor accounts and corresponding with vendors.

Hours of work for this position are 8:00am – 4:30pm.

**The successful applicant must possess the following qualifications:**

- Two (2) year Business diploma from a recognized Community College.
- Successful completion of the Clerk Accounting test with a grade of 75% or greater.
- Minimum one (1) year of related experience.
- Thorough knowledge of accounting principles.
- Ability to effectively communicate orally and in writing.
- Adaptable to a changing environment.
- Ability to work with minimal supervision.
- Strong interpersonal skills and ability to work effectively in a team environment.
- Experience working with a variety of computer systems including Microsoft Office (Outlook, Word and Excel) and SAP or comparable ERP system would be an asset.

Qualified applicants may submit their resume at <https://www.applicantpro.com/openings/enwin/jobs> up to and including **Monday, June 20, 2025 Please quote File #EWU-25-01-019 on application.** Although all applications are appreciated, only those candidates selected for an interview will be contacted.

ENWIN Utilities Ltd. provides accommodation in accordance with applicable laws through all stages of the hiring process. If you require accommodation for any part of the application and hiring process, please advise the Human Resources Department.

ENWIN believes there is significant value in the diversity within our workforce and we are committed to continually enhancing and improving diversity and inclusion throughout our organization. As an equal opportunity employer, we encourage all qualified individuals to apply for employment opportunities and believe that strength flows from our individual differences and enables us to effectively serve our community.