



## Career Opportunity

### College of Physicians & Surgeons of Manitoba

#### Financial Accountant (Term 1.0 EFT – up to 18 months), Finance Department

The College of Physicians and Surgeons of Manitoba (CPSM) is the medical regulatory authority in Manitoba, serving the public interest by regulating the practice of medicine. CPSM is comprised of approximately 55 staff, this unique not-for-profit organization carries out its mandate to protect the public through three core functions;

- **Registration** ensures everyone registered to practice medicine in Manitoba is competent to practice and meets the established registration requirements.
- **Quality** supervises the competency of practice and proactively promotes safe care for Manitobans through ongoing education and quality improvement initiatives.
- **Complaints and Investigations** addresses concerns regarding the care provided by or the professional conduct of CPSM registrants.

#### The Opportunity

CPSM is seeking a **Financial Accountant** for an 18-month term to join our Accounting and Finance Department. This role is integral in ensuring CPSM has accurate and timely financial information. You will manage day-to-day accounting activities, support month-end and year-end processes, and assist with budgeting and financial analysis. You will have the opportunity to be involved in virtually all aspects of finance as it relates to CPSM as well as the opportunity to participate in the Finance Audit and Risk Management Committee.

#### Key Responsibilities

- **Accounts Payable (40%):** Process vendor payments and payroll accurately and on time.
- **Accounts Receivable (30%):** Manage deposits, online payment reconciliations, and month-end summaries.
- **Period-End Closing (15%):** Prepare adjusting journal entries, reconciliations, and audit schedules.
- **Other Duties (15%):** Assist with annual budget preparation, variance analysis, and committee meeting support.

#### Qualifications

### **Education & Experience:**

- Post secondary education in Accounting; CPA designation in progress is an asset.
- **5 years of accounting experience**, including:
  - **2 years** in an intermediate accountant role.
  - **3 years** in full-cycle accounting (disbursement, revenue, and financial statement preparation).
- Demonstrated knowledge of accounting processes and internal controls.
- Proficiency in Microsoft 365, and Sage (or similar software).
- This position is subject to a Criminal Record Check.

### **Skills and Knowledge:**

- Impeccable ethics and professionalism.
- Demonstrated organization, time management and planning skills, including the ability to work and problem-solve independently within general guidelines and with multiple deadlines.
- Self-motivation to take appropriate action when unforeseen circumstances arise.
- Understanding the use and disclosure of confidential information.
- Ability to adhere to applicable policies and procedures.

### **Compensation**

\$77,951 – \$97,438 (commensurate with qualifications and experience), 35-hour work week

Submit a resume and cover letter by **January 11, 2026**, directly to:

Email: [Recruiting@cpsm.mb.ca](mailto:Recruiting@cpsm.mb.ca)

Attn: Paul Penner  
Chief Financial Officer  
College of Physicians and Surgeons of Manitoba  
1000-1661 Portage Avenue  
Winnipeg, Manitoba R3J 3T7

*The College of Physicians & Surgeons of Manitoba is strongly committed to equity and diversity within its community and especially welcomes applications from racialized persons/persons of colour, Indigenous peoples, persons with disabilities, persons of all sexual orientations and genders, and others who may contribute to the further diversification of ideas. All qualified candidates are encouraged to apply.*

Thank you for your interest in this position. Please note that only short-listed candidates will be contacted for an interview.