

# Accounts Payable/Accounting Clerk

**Job Type:** Part-Time, 20-25  
Hours/Week

## About Number TEN

Number TEN Architectural Group is an award-winning integrated practice of architecture, interior design, strategic advisory services, and planning. With offices in Winnipeg and Victoria, BC, we have over 70 employees. Our firm has created a rich legacy of significant projects and a reputation for excellence across western, central, and northern Canada for over 65 years.

At Number TEN, we serve our clients and communities by designing places that make life better. We love working with people who go the extra mile, strive for design excellence, and push themselves to achieve more than expected. We are known for having a positive approach, down-to-earth style, and an ability to lead while building lasting relationships.

Our employees enjoy competitive salaries and benefits within a dynamic team-based work environment. At Number TEN, we encourage and support our employees' continual growth and development.

## About YOU

We are seeking an organized and collaborative individual to join us in the role of Accounts Payable Clerk/Accounting Clerk. The successful candidate will work as part of a focused team to be responsible for the accounts payable and other accounting details within the firm.

### Key Responsibilities:

- Verifying and processing trade invoices
- Reconciling and resolving accounts payable statements
- Processing payments to vendors
- Maintaining vendor accounts within an ERP system
- Expense report processing
- Company credit card processing and reconciliation
- Employee timesheet review, posting, adjustments and monthly reporting
- Assisting with payroll preparation and benefit accrual tracking
- Other general accounting duties as assigned

### Qualifications:

- Minimum 2 years experience within the last 5 years in accounts payable, with preference

given to previous experience in the  
Architecture, Engineering, and Construction  
Industry  
**number TEN**  
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- High degree of accuracy and attention to detail
- Excellent communication skills (written and verbal)
- Experience with accounting software, preferably Deltek Vision/Vantagepoint
- Proficiency in Microsoft Office

## Benefits:

- Competitive salary, bonus & benefits package.
- Collaborative & inclusive work environment.

## Next Steps:

Please email cover letter and resume in .pdf format to: [hr@numberten.com](mailto:hr@numberten.com) or mail to:

### **Number TEN Architectural Group**

**Attention:** Human Resources

310-115 Bannatyne Avenue

Winnipeg, MB R3B 0R3

NUMBER TEN ARCHITECTURAL GROUP BELIEVES STRONGLY IN DIVERSITY, EQUITY, AND INCLUSION. APPLICATIONS FROM ALL QUALIFIED INDIVIDUALS IS WELCOME, AND WE ENCOURAGE APPLICATIONS FROM, BUT NOT LIMITED TO, VISIBLE MINORITIES, RACIALIZED PEOPLES, INDIGENOUS PEOPLES, PEOPLES WITH DISABILITIES, AND PERSONS OF ALL SEXUAL ORIENTATIONS, AND GENDER IDENTITIES.

WE WOULD LIKE TO THANK ALL APPLICANTS IN ADVANCE. HOWEVER, ONLY THOSE WHO ARE

CONSIDERED FOR AN INTERVIEW WILL BE  
CONTACTED.

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