

Finance Assistant, Accounts Payable (Part-Time) (Term Position)

Authority

The Finance Assistant, Accounts Payable works under the supervisory function of the Assistant Director of Finance who in turn reports to the Director of Finance.

Purpose

The Finance Assistant, Accounts Payable functions as a member of the Finance department and is responsible for assisting the Director of Finance with the day-to-day and monthly entries in the Sage Accounting System.

Specific Responsibilities

- Assist in processing travel requisitions, cheque requisitions, expense reimbursements, and contract payments;
- Execute accounts payable data entry and review; verify coding, funds available, and supporting documentation adequacy in accordance with finance policy;
- Assist in maintaining accounts payable paper and electronic filing systems;
- Provide coverage for Accounts Payable Team Lead as needed; process transactions, prepare daily electronic funds transfer file, and manage email correspondence;
- Reconcile advanced payments and balance sheet accounts as assigned;
- Investigate transaction details and problem solve accounts payable related accounting issues;
- Calculate and post journal entries and other accounts payable adjustments as needed;
- Manage Vendor relationships; research and respond to accounts payable inquiries from staff and external parties;
- Maintain up-to-date Vendor files; input and revise Vendor information as received, including bank account data for direct deposit payments;
- Prepare cheque requisitions and other payment related documents as assigned;
- Communicate with team members over various platforms to complete tasks efficiently;
- Add/update Sage General Ledger accounts and information as required;
- Ensure all computerized accounting data is properly saved on the finance server, and back-ups are stored accordingly;
- Assist the Finance Department with special projects/tasks as assigned.

Qualifications

Education & Experience

- Minimum of a High School Diploma and business or finance education, or combination of relevant education and work experience;
- Minimum of three to five years of accounts payable, and general accounting support;
- Required proficiency in MS Office Software, including proficiency in Excel;
- Must have working experience with the Sage 300 ERP Accounting Program;
- Ability to maintain confidentiality and exercise extreme discretion;
- Excellent problem solving/judgment skills, and high level of attention to detail and accuracy;
- Ability to handle and prioritize multiple tasks and meet all deadlines;
- Strong time management and organizational skills and the ability to work under pressure;
- Excellent oral and written communication skills;
- Ability to work independently and cooperatively in an interdisciplinary team of professionals;
- Ability to speak a First Nations Languages would be an asset;
- Excellent interpersonal and cross-cultural skills to work in a First Nations environment;
- Ability to travel to First Nation communities within Manitoba;
- Adhere to MFNERC policies and administrative procedures with specific attention to attendance and professional ethics.

Interested applicants are invited to submit their resume and cover letter (please state position title applying for), along with (3) professional reference listings (including a most recent employer reference) by 4:00 p.m. Monday, June 14, 2021 to:

Human Resources
Manitoba First Nations Education Resource Centre Inc.
2-1100 Waverley Street, Winnipeg, Manitoba R3T 3X9
Email: hr@mfnerc.com | Fax: 204.942.2490

We thank all who apply, however, only those selected for an interview will be contacted. Preference will be given to Indigenous people and applicants are asked to self-declare in their resume or cover letter. Incomplete applications will not be considered. No phone calls will be accepted. Successful candidates must provide satisfactory criminal and child abuse registry checks.

Please visit our website at www.mfnerc.com