

Finance Assistant, Accounts Payable

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

Accounts Payable Transactions

- Assists in processing travel requisitions when required;
- Assists in maintaining the filing system for accounts payable documents supporting financial transactions;
- Assists with accounts payable; matching, coding, data entry and scanning;
- Receives and verify travel requisitions for employees;
- Maintain updated vendor files;
- Handles special administrative projects and overflow work from other finance staff;
- Coding/entering financial information into Accpac module (eg. Travel, purchase orders, journal entries, etc.);
- Prepare all cheque requisitions and distribute as required;
- Ensuring all prepaid expenses get coded correctly;
- Add accounts to Accpac as requested;
- Ensure all computerized accounting data is properly saved on the finance server and backed up on hard drive;
- Manage relationships with suppliers/vendors;
- Answer to specific accounts payable inquiries;
- Create and maintain all vendors in Accpac accounts payable sub-ledger;
- Review the aged accounts payables listing periodically to ensure that payments are being made on time;
- Maintain all packing slips and file accordingly.

Purchase Order Administration

- Photocopying, scanning purchase orders to the appropriate departments;
- Authorizes purchase orders for office supplies under \$100.00 for an individual item;
- Photocopy and scan contracts;
- Ensuring proper supporting documentation is attached to all purchase orders when processing.

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. **Friday, September 9, 2022** to:

Human Resources

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

We thank all who apply, however, only those selected for an interview will be contacted. MFNERC has implemented a mandatory COVID-19 Vaccination Policy for all employees. Successful candidates will be required to show proof of the vaccination. 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

Posted: August 26, 2022