

Accounts Payable Administrator

Finance

Full Time, Regular

Competition #38-24/25

Brandon, Manitoba

Salary: \$46,862 to \$55,080 annually (\$24.86 to \$29.22 hourly)

About Assiniboine:

For over 60 years, Assiniboine College has been providing exceptional learning experiences, while transforming lives and strengthening Manitoba through applied education and research. Our future success rests on our ability to develop a sustainable Thriving Workforce that is unified in moving forward for the benefit of the college and Manitoba. Our culture is built on our principles for continued success: Creativity, Collaboration, and Courage.

Position Overview:

Accounts Payable Administrator a play a key role in managing the Accounts Payable process. You will be responsible for handling a variety of financial transactions, including staff expenditures, vendor payments, corporate visa payments, as well as uploading data to the General Ledger from various sources. In this role, you'll oversee invoice processing, payment selection, and generating vendor payments via EFT or cheque. Additionally, you'll maintain accurate vendor records and support our filing and documentation system.

Key Responsibilities:

- ▶ Responsible for Processing expenses of the College, including employee reimbursements, corporate credit card transactions and vendor payables
- ▶ Verification and preparation of various subsystems entries/text file imports into the General Ledger monthly including maintaining tracking spreadsheets
- ▶ Verify and authorize requests for GL account activations
- ▶ Processing payment runs via cheque, EFT and direct payments
- ▶ Responsible for reviewing and investigating file maintenance of stale dates cheques
- ▶ Providing backup for Petty Cash
- ▶ Assisting the Purchasing Agent in times of peak volume

Qualifications:

- ▶ Completion of a post-secondary accounting diploma
- ▶ Current experience in computerized account payable
- ▶ Knowledge in the application of generally accepted accounting principles and/or tax assessment requirements
- ▶ Ability to work under pressure and multitask with deadlines
- ▶ Demonstrated skills in Excel, Word and computerized accounting programs
- ▶ Ability to relate effectively with limited supervision with staff, co-workers and students
- ▶ Excellent communication and interpersonal skills

This competition will remain open until the position is filled.

Discover full details about the Instructor position in the attached [Job Description – Accounts Payable Administrator](#).

Why Join Us?

Working Together:

Be part of a collaborative and inclusive environment that values teamwork and positive employee relations. Together, we paddle collectively toward our mission.

Growing Together:

We invest in our employees' future through succession planning, forward-looking recruitment, and supportive development programs. At least 4% of payroll is dedicated to staff and professional development.

Forward Together:

As we navigate rapid technological changes, we prioritize resilience and wellness among our faculty and staff, helping them become the leaders Manitoba

Our Principles for Continued Success:

- ▶ Creativity: We foster an environment that supports and unleashes the creativity of our faculty and staff.
- ▶ Collaboration: Teamwork, purposeful connections, and community building are critical to achieving our collective potential.
- ▶ Courage: Our faculty and staff embrace their roles as community leaders, boldly taking risks to build a strong future for Manitoba

Commitment to Diversity:

Assiniboine College is committed to creating a barrier-free environment that emphasizes the value of diversity and promotes full participation. We welcome applications from all qualified candidates who are legally entitled to work in Canada, including indigenous peoples, persons of all abilities, members of visible minorities, all genders, and sexual orientations.

How to Apply:

If you are interested in this career opportunity, please email your resume and cover letter with reference to this competition to careers@assiniboine.net. We thank all applicants for their interest; only those selected for further consideration will be contacted.

For accommodations or alternative formats, contact careers@assiniboine.net or 204 725 8729.

Assiniboine's campuses are located on the traditional territories of Treaty No. 1 and Treaty No. 2, and the shared traditional lands of Cree, Oji-Cree, Dakota, Dene and Anishinabek/Ojibwe peoples, and the national homeland of the Red River Métis.