



Accounts Payable Administrator

Finance
Full Time, Regular
Brandon
Comp #49-25/26
Salary: \$48,162 to \$56,607 annually (\$25.55 to \$30.03 hourly)
Classification: Accounting Clerk 1

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.

Reporting to the Manager, Finance and Budgets, the incumbent is responsible for processing accounts payable items which may include staff expenditures, vendors for procured goods and services, accountable advances, MTS invoices and recording and/or uploading various sub systems into the General Ledger monthly. This would include voucherizing invoices, selecting payment, generating EFT or cheque payment to vendors, vendor record maintenance, and filing.

Key Responsibilities:

- ▶ Process employee and vendor claims, including purchase orders, non-PO invoices, purchasing cards, accountable advances, and emergency student loans
- ▶ Verify, voucher, and code expenditures in the Colleague system, ensuring compliance with college policy and tax regulations (GST and other taxes)
- ▶ Set up and maintain employee and vendor master records, including EFT banking information
- ▶ Prepare and issue bi-weekly EFT and cheque payments; maintain vendor payment documentation
- ▶ Process and voucher all MTS payments, including automatic bank payments and cheque payments
- ▶ Prepare and verify monthly General Ledger subsystem entries and chargebacks (fleet, printing, stores, postage, etc.)
- ▶ Review GL account activation requests, investigate stale-dated cheques, and support petty cash
- ▶ Assist with accounting projects, records management, mail distribution, and testing of Colleague system updates

Qualifications:

- ▶ Completion of a post-secondary accounting diploma
- ▶ Current experience in computerized accounts 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
- ▶ Demonstrated organizational skills
- ▶ Demonstrated attention to detail and problem-solving skills
- ▶ Ability to explore, develop, test and use new functions within Colleague, which are related to relevant responsibilities

This competition will remain open until the position is filled.

Discover full details about the position in the attached Job Description.

Why Join Us?

Join a collaborative and inclusive workplace that values teamwork, creativity, and leadership. We invest in employee growth through professional development and succession planning, support wellness and resilience, and encourage our people to lead boldly in shaping Manitoba's future.

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 College is privileged to provide learning opportunities on the lands of the Dakota Oyate, Nakoda Oyate, Ininiwak, Nehethowak, Nehiyawak, Anishinewuk, Denesuline, Anishinaabeg, and the National Homeland of the Red River Métis.