

Position Title: Accounts Payable Specialist

Position Details

- Full-Time - 75 hours bi-weekly
- Mondays to Friday
- Day Shifts: 8:30 am until 4:30pm (flexible)
- Bi-weekly salary between \$1,597.56 - \$1798.07
- There will be a three-month probationary period.

About Us

Initiatives for Just Communities (IJC) is a non-profit, charitable organization that operates four community justice programs: El'dad Ranch, Touchstone, Open Circle, and CoSA. These programs support people with intellectual disabilities, Fetal Alcohol Spectrum Disorder (FASD), and those who are currently, or have been previously, incarcerated. IJC is committed to restorative justice practices, which honour the community and foster a sense of belonging.

IJC supports many Indigenous and culturally diverse participants. As an organization, we aspire to have a workforce that is representative of the diversity within our communities. We value diversity and aim to foster an inclusive work culture where everyone's contributions and professional development matter.

The Position

Reporting to the Director of Finance, the Accounts Payable Specialist will play a key role in managing vendor relationships, processing invoices and payments, and maintaining accurate financial records. The Accounts Payable Specialist is responsible for matching, reviewing, and coding invoices, ensuring all expenses are recorded in the correct period. In addition, the Accounts Payable Specialist will review and reconcile all accounts payable transactions.

What you will do

- Review, match, code and process invoices and payment requisitions.
- Manages payment processes, including cheques, wires, and electronic payments, ensuring accurate and timely payments.
- Records charges to correct accounts and cost centers and reviews and reconciles accounts payable transactions.
- Performs analysis on expenses.
- Corresponds with vendors and internal contacts, responds to inquiries, maintains good relations, and solves problems.
- Maintains accurate vendor information and accounts payable transaction records.
- Assists with month-end and year-end closing processes.
- Conducts process reviews and, with assistance from the Director of Finance, implements changes to ensure continuous improvement and compliance.

- Prepares ad-hoc reports.
- Other duties as assigned.

Qualifications

Required

- Minimum two years of experience in accounts payable.
- Post-secondary education in a related field, or an acceptable combination of education, training, and experience.
- Strong analytical and mathematical skills are required.
- Proven self-starter, operating with a strong sense of urgency; ability to follow instructions and exercise good judgment with minimal supervision.
- Demonstrated excellent organization and time-management skills, with the ability to work under pressure and meet deadlines.
- Excellent communication and relationship-building skills, including written and verbal communication with the ability to present information clearly and professionally.
- Experience with QuickBooks is an asset.
- Proficient in Microsoft Excel and Outlook.
- A positive attitude and approach, including the willingness and ability to learn and adapt to change.
- Ability to maintain confidentiality, including adhering to PHIA and FIPPA.
- Demonstrate cultural competence and understanding of diversity, inclusivity, and equity issues. This includes respecting and valuing different cultural backgrounds, beliefs, and identities to ensure equitable access to services for all clients.
- Participation in training opportunities and willingness to learn and adapt to new processes or procedures.

Conditions of Employment

- The successful applicant must maintain legal eligibility to work in Canada. If the successful applicant possesses a work permit, it is their responsibility to ensure the permit remains valid.
- Satisfactory Criminal Record Check with Vulnerable Sector Search.
- Valid Class 5 Driver's License with satisfactory Driver's Abstract.
- Successful completion of MSDs certification and any other compulsory safety courses.
- Satisfactory work references.
- Adhere to all IJC policies and procedures

Benefits Include

- IJC group benefits package after the probation period.
- RRSP plan with employer contributions
- Employee and Family Assistance Services

- Paid Sick Leave

Location – 315 HWY 52 W, Mitchell, MB R5G 0Z2.

How To Apply

Submit your application to resumes@initiativesjc.org, with **Accounts Payable Specialist** in the email title.

APPLICATION DEADLINE: Open until filled.

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process.

We thank all applicants for their interest, but only those selected for an interview will be contacted.