

## CAREER OPPORTUNITY

### Accounts Administrator

Efficiency Manitoba is a dynamic, transparent, and diverse Crown corporation committed to helping Manitobans save energy, money, and the environment. In a 2024 survey, 100% of our employees said that they'd recommend Efficiency Manitoba as a great place to work!

As a part of our team, you'll contribute to our mandate of reducing electricity and natural gas consumption across the province. Our work enables greenhouse gas emissions reductions and helps pave the way to a greener future.

If joining our exciting and action-oriented organization is of interest to you, we look forward to hearing from you!

We're currently recruiting for a full-time permanent position of **Accounts Administrator**.

### POSITION OVERVIEW

Under the general direction of the Finance Lead, this position presents an exciting opportunity to provide direct support for a variety of accounting and financial duties while actively participating in the delivery of financial services at Efficiency Manitoba.

The Accounts Administrator will possess strong organizational skills, working knowledge of accounting principles and practices, a high degree of initiative, and a demonstrated ability to work effectively in a team environment.

### RESPONSIBILITIES

- Review and verify invoices, purchase orders, and employee expense reimbursements for appropriate documentation, coding, and approval prior to payment.
- Process vendor invoices, purchase order invoices and employee expense reimbursements accurately and timely, ensuring adherence to Efficiency Manitoba's policies and procedures.
- Prepare monthly corporate credit card packages, including all supporting receipts provided. Review and verify corporate credit card packages for appropriate documentation, coding, approval, and follow-up with the credit card holder for clarifications or additional information as required prior to processing.

- Review and verify incentive payment schedule reports (incentives and purchase orders) for appropriate supporting process, correct payment information (address, payee, reference, amount, etc.), and approval prior to import and payment.
- Process incentive payments accurately and timely, ensuring adherence to Efficiency Manitoba's policies and procedures.
- With a focus on timeliness and accuracy, prepare and process weekly cheque runs, electronic funds transfers (EFTs) payments, and wire transfers according to payment terms and deadlines.
- Upload weekly cheques issued file to the positive pay tool on the bank website.
- Create and update vendor records to ensure system maintenance of Efficiency Manitoba supplier and contracted service provider relationships for payment purposes.
- Reconcile accounts payable transactions.
- Provide research and resolution of discrepancies and other issues pertaining to accounts payable.
- Prepare account analysis as requested.
- Collaborate with cross-functional teams, including procurement, accounting, and programs, to streamline processes and improve efficiency.
- Actively participate in and contribute to other corporate support and accounting matters, special projects, ad-hoc reports, and financial tasks as required.

## REQUIREMENTS

- Completion of a two-year business administration diploma (Accounting major preferred), plus a minimum of one year of experience directly related to the assigned responsibilities.  
OR
- A certificate in Accounting from an institute of recognized standing and a minimum of two years of related experience.
- Working knowledge of accounting principles and practices.
- Demonstrated proficiency with office computer systems, including Word, Excel, and Outlook.
- Experience with Sage 300 accounting software is a definite asset.
- Possess a high degree of initiative with the demonstrated ability to work independently with minimum supervision.
- Demonstrated ability to work effectively in a team environment.
- Strong analytical and problem-solving skills, with the demonstrated ability to recognize, investigate, and analyze information to objectively discuss and present recommendations.
- Ability to communicate detailed accounting information clearly and concisely, both verbally and in writing.

- Detail-oriented with strong organizational skills and the ability to prioritize and manage multiple tasks effectively.
- Must receive and maintain a clear rating on a Personnel Risk Assessment (background check)

We're proud to offer and foster a supportive and team-oriented work environment. We offer a competitive compensation package, which includes a defined-benefit pension plan and access to a comprehensive health benefits plan. We provide the opportunity for virtual work arrangements and have a nine-day work cycle which normally results in every other Monday off.

The starting salary for this position will be commensurate with qualifications and experience. The salary range for this position is \$49,813.69 to \$66,426.10 annually.

At Efficiency Manitoba, we're committed to creating and maintaining a safe, equitable, and inclusive work environment. Women, Indigenous peoples, persons with a disability, and members of visible minorities are encouraged to self-declare in their application. Reasonable accommodations are available to applicants who may experience a barrier arising from a protected characteristic(s) identified in The Manitoba Human Rights Code. Please let us know if you require accommodations during the recruitment process.

We encourage interested candidates to apply by emailing their application including their qualifications and relevant experience to [careers@efficiencyMB.ca](mailto:careers@efficiencyMB.ca) no later than **Monday, April 29, 2024**. Please reference the position title in the subject line of your email.

We thank all candidates who apply, however, only those selected for an interview will be contacted.

For more information on Efficiency Manitoba, candidates are encouraged to visit our website at [efficiencyMB.ca](http://efficiencyMB.ca).