

## CAREER OPPORTUNITY

### Accounts Administrator

Efficiency Manitoba is Manitoba's newest Crown corporation focused on reducing electricity and natural gas consumption – helping customers save energy, money, and the environment.

We are looking for individuals that have the experience, skills, and passion to help build and contribute to our organization that is transparent, fiscally responsible, and committed to delivering value to Manitobans. If you are qualified and inspired by this opportunity, we are looking for you!

We are currently recruiting for the position of **Accounts Administrator**

### POSITION OVERVIEW

Under the general direction of the Finance & Risk Manager, 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 successful candidate possesses 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

- Actively participate in accounts payable administration by reviewing and verifying payment requests; process accounts payable invoices, employee expense accounts, and corporate credit card transactions.
- With a focus on timeliness and accuracy, prepare and assist in processing payments using various methods including but not limited to cheques, electronic funds transfers (EFTs), and wire payments.

- 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.
- Prepare general ledger account reconciliations and journal entries.
- Provide research and resolution of discrepancies and other issues pertaining to accounts payable.
- Prepare account analysis as requested.
- Provide back-up to payroll processing along with preparation of remittances and reconciliations ensuring adherence to Efficiency Manitoba policy and legislative requirements.
- Assist in maintaining and reconciling fixed asset schedules to track corporate assets.
- Review and post employee timesheets and assist with ensuring accuracy and adherence to Efficiency Manitoba policy.
- Support the year-end audit process assisting in the preparation of working papers and fulfillment of auditor requests.
- 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 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.
- Experience performing corporate support functions including procurement support and contract administration duties is an 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, ability to prioritize and manage multiple tasks effectively.
- Must receive and maintain a clear rating on a Personnel Risk Assessment (background check)

We offer a competitive compensation and benefits package and a supportive, team-oriented work environment.

Interested candidates are encouraged to submit their application including their qualifications and experience related to the position and suitability to fill this exciting role at Efficiency Manitoba, to [careers@efficiencyMB.ca](mailto:careers@efficiencyMB.ca) by 4:30 p.m. on September 24, 2021. Applicants are asked to reference the position title in the subject line of their application email.

Women, Indigenous peoples, persons with a disability and visible minority diversity candidates are encouraged to self-declare in their application.

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

For more information on Efficiency Manitoba including our vision, mission, strategic goals and guiding principles, candidates are encouraged to visit our website at [efficiencyMB.ca](http://efficiencyMB.ca).