

CAREER OPPORTUNITY

Accounts Administrator

Are you interested in joining an organization that's passionate about helping Manitobans save energy, money, and the environment?

Efficiency Manitoba is our provincial Crown corporation focused on working with Manitobans to reduce electricity and natural gas consumption in homes, businesses, and communities across the province.

We're a dynamic, nimble, action-oriented, and transparent organization that fosters positive engagement, creativity, and diversity across our team and those with whom we work. With our purpose-driven culture and commitment to putting people first, we were selected as one of Manitoba's Top Employers in 2025.

We're currently recruiting for a full-time position of Accounts Administrator. This is a term position for at least 14 months.

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 adhere to Efficiency Manitoba's policies and procedures.
- With a focus on timeliness and accuracy, prepare process weekly cheque runs, electronic funds transfers (EFTs) and payments 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.
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- 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.

- 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're proud to provide 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, with candidates whose qualifications are closer to the minimum requirements for the position typically joining the organization at a salary nearer to the lower end of the range. The salary range for this position is \$51,195.02 to \$68,268.09.

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.

The ability to communicate in French, both verbally and in writing, is considered an asset for all positions at Efficiency Manitoba.

We encourage interested candidates to apply by emailing their application, including their qualifications and relevant experience, to careers@efficiencyMB.ca no later than Sunday, September 21, 2025. 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 about Efficiency Manitoba, candidates can visit our website at efficiencyMB.ca.