

# CAREER OPPORTUNITY

CMHA Swan Valley Branch (Parkland and The Pas Region) is currently looking to hire a part-time permanent (0.6 EFT) Accounts Payable Clerk in the Financial Operations Department based in Swan River, MB. This position will primarily be responsible for all Accounts Payable functions for CMHA Swan Valley Branch (Parkland and The Pas Region) and reports to the Director of Finance and Human Resources.

Hours of work are Tuesdays, Wednesdays, Thursdays, 8:30 AM - 4:30 PM (lunch from 12:00 Noon - 1:00 PM) each week for a total of 42 hours bi-weekly. Schedule can be altered depending on successful candidate's need.

For further information on the position, interested applicants can contact Barbara Lewis - Director of Finance and Human Resources for CMHA Swan Valley Branch (Parkland and The Pas Region) by email at [barbara.lewis@cmhaswanvalley.ca](mailto:barbara.lewis@cmhaswanvalley.ca) or by phone at 204-614-8543.

## **Duties Include:**

- Completes payments and controls expenses by receiving, processing, verifying, and reconciling invoices.
- Reconciles processed work by verifying entries and comparing system reports to balances.
- Schedules and prepares cheques, as well as resolves purchase orders, contracts, invoices or payment discrepancies and documentation.
- Verifies and prepares cheques for staff expense claims.
- Maintains accounting ledgers by verifying and posting account transactions.
- Verifies vendor accounts by reconciling monthly statements and related transactions.
- Protects organization's values by keeping information confidential.
- Updates job knowledge by participating in educational opportunities.
- Accomplishes accounting and organization mission by completing related results as needed.
- At times, required to assist Executive Director with some administrative tasks.
- Other duties as assigned.

## **Qualifications:**

- Grade 12 MB Standards Diploma (or equivalent)
- Certificate in Accounting (or completion of accounting courses) and 1-3 years experience working in a bookkeeping role would be considered an asset.
- Knowledge of NewViews 2.0 Accounting Software is considered an asset.
- Must have experience and good understanding of Microsoft Programs including Excel, Outlook, and Word.
- Ability to work independently as well as part of a team.
- Well developed organizational skills with attention to details.
- Understanding of how to operate a fax machine, photocopier/scanner, and phone system.
- Good verbal and written communication skills.
- Knowledge of how a non-profit organization works is considered an asset.
- Current Criminal Record including Vulnerable Sector check and Adult Abuse Registry Check is mandatory.

**To apply for the position, please forward your resume and cover letter to the following address or by email to [reception@cmhaswanvalley.ca](mailto:reception@cmhaswanvalley.ca) or, both documents can be dropped off in a sealed envelope at 524 Main Street in Swan River, MB.**

**C/O Barbara Lewis  
CMHA Swan Valley Branch  
P.O. Box 1593, Swan River, MB, R0L 1Z0**

**Closing date to apply is October 14, 2022, at 4:00 PM.**

CMHA Swan Valley Branch would like to thank all who apply for their interest however, only those selected for an interview will be contacted.