

Accounts Payable—Métis Capital Housing Corporation

Locations: Edmonton

Positions : 1

Position Status: Full Time (37.5 hrs. per week)

THE ORGANIZATION

Métis Capital Housing Corporation (MCHC), an affiliate of the Métis Nation of Alberta, was **incorporated in 2009** to provide **affordable, adequate and suitable** housing to moderate-income Indigenous families in Alberta. We currently have 370 units in 5 **urban centres**. MCHC employs over 40 full and part time staff; together we oversee tenant relations and property management needs for thousands of tenants. Unlike any other subsidized property management company in Canada, together with our sister organization Métis Urban Housing Corporation, we offer housing across the province of Alberta and are the **largest Indigenous housing provider in Alberta**.

For more information about Métis Capital Housing and it's sister organization Métis Urban Housing Corporation (MCHC), visit our website at www.metishousing.ca

THE OPPORTUNITY

Accounts Payable is responsible for processing all invoices and program expenses received for payment, corresponding with vendors, processing credit applications, maintaining vendor files, processing expense reports, updating and reconciling sub-ledger to G/L, and performing other duties as required while following the existing systems and procedures.

KEY RESPONSIBILITIES

Working under the supervision of the Director of Finance, accounts payable will perform the following job duties, including but not limited to:

- Sort, code, and verify invoices and payment requests
- Enter and upload invoices into the accounting system. Check the accuracy of invoices entered in PTM and export into Sage.
- Review, and sort receipts and code expenses incurred on credit card statements.
- Identify discrepancies and notify related staff member(s) of correct procedures as required.
- Maintain suppliers' and contractors' contact lists and documents and communicate with the Maintenance Department about any changes.
- Resolve inquiries and requests from vendors.
- Communicate with vendors and procurement staff for updates and standard payment terms.
- Inform vendors to implement changes to billings and procedures.
- Process payments of vendors' and contractors' invoices, credit card statements, and travel and expense claims.
- Matching purchase orders to invoices, ensuring all variances are investigated and resolved.
- Obtain missing information, backup, and approvals and solve process-related problems with vendor invoices
- Maintain a complete and accurate filing system. Ensure the filing system is kept confidential.
- Assist in defining and implementing procedures for vendor payments, invoices, purchase orders, contracts, travel expenses, utility payments, and other similar transactions.
- Complete month-end AP close on time
- Regularly communicate with directors, managers, and employees regarding adherence to policy and procedure for submitting invoices and expense reports.
- Respond to external and internal queries, investigating and resolving issues while exercising considerable judgment and tact.
- Manages corporate credit card program, including paying monthly accounts and reconciling monthly cardholder statements.

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KEY RESPONSIBILITIES (cont.)

- Order office supplies for specific MCHC Programs.
- Process payment for the new programs undertaken by MCHC.
- Prepare property tax worksheets.
- Assist in developing and reviewing the Finance Department's Policies and Procedures
- Other related duties as assigned by the director.

QUALIFICATIONS

- A post-secondary diploma in Business or Finance is required.
- A minimum of 3 years of related experience is required.

Professional designation

- None

Knowledge, skills, and abilities

- Knowledge of accounting standards and practices.
- Proficiency in using computer programs such as accounting software, MS Office, databases, spreadsheets, email, and the Internet.
- Ability to exercise extreme discretion and confidentiality to maintain the department's integrity.
- Work independently with minimum supervision.
- Strong attention to detail and analytical skills.
- Ability to process a large volume of invoices and payments while prioritizing competing tasks.
- Strong organizing and time management skills to work under tight deadlines with competing and shifting priorities.
- Handles stress, is enthusiastic, works well with the team, and can adapt to changing environments.

WORKING CONDITIONS

Works in an office environment, usually a standard work week, some overtime and travel may be required.

WHAT WE HAVE TO OFFER YOU

- The opportunity to work with a non-profit Indigenous organization.
- Helping to make a difference in the lives of Métis and other Indigenous peoples .
- A comprehensive benefits plan including: life insurance, disability, health, and dental.
- Generous vacation time
- Personal time off days
- Employer matching RRSP
- Personal development
- Competitive compensation

HOW TO APPLY

Applicants should send a resumé and cover letter outlining how they meet the specific requirements of the position by email to: hr@metishousing.ca or by Fax: 587-855-6470. While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.