

Accounts Payable—Métis Urban Housing Corporation

Locations: Edmonton

Positions : 1

Closing Date: March 24, 2023

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

THE ORGANIZATION

Métis Urban Housing Corporation (MUHC), an affiliate of the Métis Nation of Alberta, was **incorporated in 1982** to provide **subsidized, adequate and suitable** housing to low and moderate income Indigenous families in Alberta. We currently have 507 units in 14 **urban centres** funded by the Federal Government through Alberta Seniors and Housing. MUHC 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, we offer housing across the province of Alberta and are the **largest Indigenous housing provider in Alberta**. For more information about Métis Urban Housing and it's sister organization Métis Capital Housing Corporation (MCHC), visit our website at www.metishousing.ca

THE OPPORTUNITY

The Accounts Payable Clerk is responsible for processing all invoices and program expenses received for payment, correspond with vendors, process credit applications, maintain vendor files, process expense reports, update and reconcile sub-ledger to G/L and other duties as required while following the existing systems and procedures.

KEY RESPONSIBILITIES

Working under the supervision of the Director of Finance, the AP Clerk 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 system. Check accuracy of invoices entered in PTM and export into Sage.
- Input invoices into the Sage accounting system.
- Review, sort receipts, and code expenses on credit card statements.
- Identify discrepancies and notify related staff members of procedures as required.
- Maintain suppliers' and contractors' contact lists and documents and inform the Maintenance department of any changes.
- Responds to vendor and internal queries, investigating and resolving issues while exercising considerable judgment and tact.
- 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, travel, and other expense claims.
- Reconcile 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 that the filing system is kept confidential.
- Assist in defining, establishing, and implementing procedures to be followed for vendor payments, invoices, purchase orders, contracts, travel expenses, utility payments, and other similar transactions.
- Complete month-end AP processes on time.
- Regularly communicate with directors, managers, and other employees regarding adherence to policy and procedure relating to submitting invoices and expense reports.
- Manages corporate credit card program, including paying monthly accounts and reconciling to monthly cardholder statements.
- Process and pay online CRA Remittances.
- Provide AP-related reports as requested.
- Other related duties as assigned by the director.

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QUALIFICATIONS

Education

- Post-secondary diploma in Business or Finance.
- Minimum of 3 years related work experience.

Professional Designation

- None

Knowledge, Skills, and Abilities

- Knowledge of generally accepted accounting principles.
- Proficiency in using computer programs such as: accounting software, MS Office, databases, spreadsheets, email, and internet.
- Strong attention to detail and analytical skills.
- Ability to exercise extreme discretion and confidentiality to always maintain the integrity of the department.
- Work independently with minimum supervision.
- Possesses clear and concise written and verbal communication skills.
- Demonstrates organizing and time management skills.
- Handles stress, enthusiastic, works well with the team, and is able to adapt to changing environments.

WORKING CONDITIONS

- Works in an office environment usually a standard workweek; some overtime 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@metiscapital.ca or by Fax: 587-855-6470. While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.