

## MANITOBA START JOB OPPORTUNITY BROADCAST (J.O.B.) ADVERTISEMENT

| POSITION                              | FINANCE COORDINATOR (AP) - APRIL 18   |
|---------------------------------------|---|
| JOB NUMBER                            | 2162  |
| NUMBER OF POSITION/S                  | 1   |
| NOC CODE                              | 0111  |
| CLOSING DATE                          | No Closing Date   |
| LOCATION                              | Winnipeg, MB<br>Downtown  |
| ACCESSIBLE BY TRANSIT                 | Yes   |
| HOURS PER WEEK                        | TBD   |
| HOURLY WAGE RANGE                     | TBD   |
| JOB TERMS                             | Full time   |
| JOB DESCRIPTION                       | <p>We are making changes to business processes, technology, and culture to become a solutions driven environment where questioning the status quo and digging deeper into problems is valued and supported. This is a real opportunity to make your mark as a Finance Professional and help define new ways of working.</p> <p>We are looking for colleagues that are:</p> <ul style="list-style-type: none"> <li>Inspired</li> <li>Results Oriented</li> <li>Solution focused</li> <li>Analytical</li> <li>Customer Centric</li> <li>Strong Relationship Builders</li> </ul> |
| JOB DUTIES                            | <p>Prepare remittances</p> <p>General Ledger account reconciliations (preparation/analysis).</p> <p>Resolution of problems/issues as they relate to account reconciliations and remittances.</p> <p>Preparing and posting journal entries</p> <p>Recommend, participate and implement process improvement initiatives to increase efficiencies</p> <p>Analyze payment exceptions and errors (EDI/PAD)</p> <p>Communication with vendors and internal business units</p> <p>Process AP invoices as required</p> <p>Various other projects and duties as required</p>           |
| QUALIFICATIONS, REQUIREMENTS & SKILLS | <p>Team oriented, positive attitude and a willingness to learn.</p> <p>Ability to work well independently as well as working in a team environment.</p> <p>Time management skills, with the ability to prioritize and multi task daily activities in a fast paced environment. Committed to meeting deadlines and targets.</p>  |

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| <b>QUALIFICATIONS, REQUIREMENTS &amp; SKILLS</b> | Minimum 2 years of previous applicable industry experience, or a combination of education and experience may be considered<br>Leadership skills will be considered an asset<br>Knowledge of accounts payable procedures in a computerized environment<br>Ability to analyze processes, develop efficiencies and initiate constructive solutions<br>Strong English oral and written communication skills<br>Ability to converse comfortably with business partners both in person or on a conference call<br>Intermediate Excel skills (Pivot Tables, V Lookups)<br>Previous experience with SAP<br>Strong organizational and time management skills with a keen attention to detail<br>Flexibility to adapt to change in a positive manner<br>Professional attitude (business attire, communication with colleagues, positive attitude) professional demeanor |
| <b>APPLICATION PROCESS</b>                       | Send targeted resume<br>Apply through your CC   |
| <b>APPLICATION DETAILS</b>                       | Apply through your Career Coach directly by sending an email with your targeted resume and cover letter. Indicate the JOB NUMBER(s) & specific POSITION(s) in your application.   |
| <b>JD</b>  | Murray Beakley  |