



S.A.M. Management Inc

Job Description
Job ID: SAM 2021-1008

Job Title: Finance Officer – Accounts Receivable/Payable
Reports to: Chief Finance Officer
Effective: October 8, 2021

Job Profile

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This position handles accounts payable and receivable, provides support for budget and audit preparation and completes bookkeeping functions as assigned.

Primary Duties and Responsibilities

General accounts payable and receivable administration including:

- Working cooperatively with other Finance Administrator(s) to handle the accounts payable and receivable function
- Coding accounts payable documents, readying for data entry by Administrative Assistant
- Handling labour distribution calculations and bank reconciliations
- Handling advanced batch postdated cheques
- Processing postdated cheque batch at month end
- Preparing bank deposits
- Other duties as assigned

Support for budget and audit preparation:

- Regularly reviewing general ledgers for assigned properties and correct errors as necessary
- Analyzing past budgets and creating first draft of next budget for assigned properties
- Assembling support documentation and preparing first draft of audits for assigned properties
- Responding to tenant and supplier inquiries

Preparation of quarterly replacement reserve reports

Accountabilities

The Finance Administrator is accountable for:

- Ensuring thorough and accurate preparation of budget and audit documents
- Ensuring accurate data entry and efficient, timely handling of accounting tasks using generally accepted accounting principles
- Responding to requests for accounting information in a timely, professional manner
- Upholding the mission statement and values of SAM Management Inc
- Representing the Corporation in a positive manner through professional conduct
- Treating fellow employees with respect and dignity, understanding their jobs and their importance to SAM Management Inc, and cooperating in achieving their goals

Qualifications

Education: Level one training in accounting procedures

Professional designation: None required

Experience: 2 to 3 years general bookkeeping experience

Knowledge, skills and abilities:

- Knowledge of generally accepted accounting principles and ethical business practices
- Ability to analyze data and make budget predictions
- Ability to organize documentation and provide reports required by the auditor
- Ability to accurately data enter information
- Ability to establish and maintain positive working relationships both internally and externally
- Ability to work cooperatively with others to set goals, resolve conflicts and make decisions that enhance the effectiveness of SAM Management Inc
- Skilled at setting priorities, developing work schedules, monitoring progress and tracking details, data, information and activities

Proficiency in computer applications:

- Accounting software: Spectra
- Microsoft Office Suite: Word, Excel, Access
- Familiarity with Spectra and Maximizer an asset

Supervision:

- Does not supervise other employees

Degree of autonomy:

- Works with general supervision; work is reviewed for quality and accuracy regularly
- Judgment and discretion are exercised within a framework of specific policies and procedures

Working Conditions

- Office environment on site at SAM Management Inc
- Position is permanent full time

SAM Management Inc. supports equitable employment practices and promotes representation of designated groups (women, Indigenous people, persons with disabilities, visible minorities).

Please email your resume and cover letter by to the attention of:
Karlene Debance, Chief Executive Officer at kdebance@sam.mb.ca

Only candidates being considered for an interview will be contacted. Position to remain open until filled.