

Do you like working with numbers and can thrive in a fast-paced environment?

Prairie Mobile Communications is looking for a driven and motivated individual who share our core values and will place an emphasis on enhanced customer experience. We are seeking for an **Accounts Payable Administrator** to support the Finance team at our head office in **Winnipeg, MB**. We are looking to hire immediately.

- Job Type: Full time, Temporary
- Length: Expected duration is three (3) months
- Hours: Monday to Friday, 8:00a.m. to 5:00p.m.

The successful candidate will support the Finance team and be responsible for the accounts payable processes and general administration in a timely manner to ensure efficient operations. This position will report to the Manager, Financial Planning and Analysis and interact with all levels of staff, customers, and service providers. If you are looking to get hands-on experience and thrive in a fast-paced environment, this is a great opportunity for you!

Key Duties:

- Process, match, code, and post accounts payable vendor invoices.
- Process staff expense claims including credit cards, petty cash, and mileage claims.
- Track various accounts payable expenses and update internal and budget spreadsheets.
- Process PST self-assessment claims and reconciliation.
- Prepare cheque run reports for approval; disburse payments and issue cheques or on-line payments to vendors.
- Respond to internal staff and vendor credit inquiries.
- Prepare account reconciliation for various intercompany accounts and vendors.
- Provide backup support to sales and corporate finance administrative staff.

Qualifications:

- Formal post-secondary education and/or training in Business Administration, Accounting or related field is preferred.
- Strong computer skills, with proficiency in MS Office apps (Outlook, Excel, and Word).
- Strong accuracy and attention to detail skills.
- Excellent interpersonal and communication skills.
- Excellent time management with the ability to work under pressure with a high volume of transactions.
- Ability to utilize and follow routines and stay well organized.
- Ability to maintain a high degree of confidentiality.

About Us:

Prairie Mobile Communications is a leading Wireless Communications sales and service company. We started from humble beginnings in 1968 in a local garage, to what is now one of Kenwood Canada's largest Land Mobile Radio Dealers and one of SaskTel's largest Authorized Dealers with 22 locations across the Prairies. We offer SaskTel Cellular & Data, Internet and Max TV services in Saskatchewan, along with two-way radio sales and service throughout Alberta, Saskatchewan, Manitoba and Northwest Ontario. We are proud to partner with SaskTel, Kenwood, Motorola, Icom, L3Harris, PBE and many other great companies!



Find your fit and help us connect people to what's important to them.

To apply, please submit your resume online at prairiemobile.com/careers or send an e-mail to careers@prairiemobile.com. Please include the position and location you are applying for in the subject line.

Prairie Mobile Communications is an equal opportunity employer.

We thank all applicants for their interest. Only those selected for interviews will be contacted.