

Accounts Payable Administrator – Ref. No. 19045
The Alex Community Health Centre
Permanent | Full-Time

The Alex: Changing Health. Changing Lives. The Alex Community Health Centre is a not-for-profit organization that is changing how we look at health care in Calgary. Our health, housing and food programs support our most vulnerable neighbours, tackling tough health and social issues head-on. Using a multi-disciplinary team approach, we focus care on assessment, intervention and promotion of all aspects of health. We embrace a model of health care that is accessible, responsive and participatory.

What we do and why we do it:

The Alex Community Health Centre improves quality of life in our communities through a comprehensive model of healthcare. Our focus is on prevention, and our team of professionals work hard to step in before long-term interventions are needed, giving preventative care in a welcoming, easy to access environment.

The **Accounts Payable Administrator** is a key member of the Finance team who focuses on preparing and entering invoices, issuing payments to Vendors and Employees.

What you will do:

- Prepare invoices for payment by checking calculations, verifying invoice information, and ensuring correct back up information is provided
- Code invoices to correct departments and calculate 50% GST (rebate)
- Obtain approval for payment of invoices
- Prepare and issue cheques/Direct Debits and EFT to Vendors and Employees
- Issue Program and building rent cheques to landlords
- Void cheques in Sage 300 - including preparing credit notes
- Communicate with Vendors regarding account queries
- Manage Petty Cash disbursement and monthly reconciliation
- Complete and submit credit applications
- Communicate with employees regarding Cheque Requests and Expenses
- Support and back-up for other accounting roles
- Assist with other accounting duties as required

What you will bring:

- Minimum two years' experience working in an accounting field preferably in Accounts Payable
- Experience with Sage 300 or other Accounting software is an asset
- Competent using Microsoft Office Suite - specifically Excel
- Detail orientated with exceptional interpersonal skills
- A desire and or experience working with the not-for-profit sector

Why You Want to Work with Us:

The Alex is an innovative and diverse organization which seeks to invest in its employees and see them succeed in their chosen careers. If you are seeking a deeply rewarding, yet challenging career helping Calgary's vulnerable populations, this might be the place for you!

- 3-paid weeks of Vacation (Prorated for part-time)
- Paid Wellness and Personal Days
- RRSP Matching after 6 months
- Health and Lifestyle Enhancement benefit

How to apply:

If you are as passionate as we are about making a difference in people's lives, please email your resume to jobs@thealex.ca and be sure to include the job title and reference number in the subject line.

Deadline to apply is Friday June 14, 2019 at 4pm.

For further information about The Alex and its programs, we encourage you to visit our website at [**www.thealex.ca**](http://www.thealex.ca)

We thank all applicants for their interest, however, only those selected for an interview will be contacted.