|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: | Development Support Intern/ Office Assistant (2 Positions) | Date Range: | June 5, 2019 |
| Organization: | Manitoba Islamic Association | Travel Required: | Yes |
| Location: | 2445 Waverley St. | Position Type: | Full time, Summer Intern |
| Posting Expires: | May 19, 2019 |
| HR E-mail: | Office@miaonline.org |
| Job Description | | | |
| The Manitoba Islamic Association is currently seeking all qualified applicants to apply for the summer term position as Development Support Intern/ Office Assistant  Role and Responsibilities   * Answering telephones. * Receive and process mail. * Matching payables with purchase orders in computer and approving * Get approvals for payables without purchase orders * Weekly and bi-monthly cheque runs * Responsible for Accounts Payable calls and statements regarding outstanding invoices * Match vendor invoices with receiving * Compile and prepare Cash Receipts daily/ weekly – verify deposits * Reconcile corporate bank accounts and credit card transactions * Call donors who have pledged amounts for payments. * Must follow all policies and procedures including MIA's privacy policy. ¸   Qualifications and Education Requirements   * This position requires age 30 and under legally entitled to work in Canada (funded by Canada Summer Youth Employment Grant). * Must be patient; enjoy working with children and high energy. * Must be fluent in English (written and oral communication). * Ability to use Microsoft Office efficiently. | | | |

**Deadline: Open until filled**