|  |  |  |  |
| --- | --- | --- | --- |
| 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 AssistantRole 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**