



## MIA JOB POSTING Development Intern

Manitoba Islamic Association  
2445 Waverley St.  
Winnipeg, MB R3Y 1S3  
Ph: 204-256-1347  
[www.miaonline.org](http://www.miaonline.org)

Salary: \$12 / hour  
Job term: Full Time (30 hrs/week) from July 9 2018 to August 31, 2018  
Travel Required: Must be able to get to/from work  
Location: 2445 Waverley St. (1 position)

### Job Description:

- Answering telephones receive and process mail
- Matching payables with purchase orders in the computer and approving
- Get approvals for payables without purchase orders
- Weekly and bi-monthly bank deposit 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.
- Vendor setup
  - Review new vendors to ensure setup is complete
  - Setup vendors for wire payment and initiate wire payments with online banking
- Backup for Wire payment, cheque and EFT approval preparation
- Prepare credit memos as required
- Upload EFT payment files
  - Resolve any errors encountered during upload process
- Month-end/year-end duties
  - Reconciliation of balance sheet accounts
  - Organization of supporting documents
  - Journal entry preparation
  - Conduct balance sheet/income statement account review/analysis as assigned
  - Generate financial statements in excel or related accounting software.
- Assist the MIA treasurer in fundraising campaigns by printing and posting brochures, newsletters, etc.
- Recruit volunteers well in advance for the event according to policies and procedures and ensure all relevant forms and necessary information has been collected.
- Miscellaneous projects and duties as assigned including preparation/maintenance of excel spreadsheets
- Participate in any MIA meetings as requested to ensure continuous improvement.
- Other duties as assigned

### General Qualifications Required

- Working knowledge of all Microsoft Office products
- Good oral and written communication, problem solving and organization skills.
- The ability to work independently but also perform well in a team environment.
- Preference given to individuals with a formal education in accounting (e.g. accounting diploma) or that are presently enrolled in an accounting program.
- Motivated to learn more and take on more responsibilities

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**Please submit** your resume with a cover page to the MIA Treasurer:  
[salman.idris@miaonline.org](mailto:salman.idris@miaonline.org) or in-person to the MIA Office

**Submission deadline: July 9, 2018 at 3:00 pm**

**Note:** Only individuals who meet the requirements will be called for interview.