



Manitoba Islamic Association Development Support Intern/ Office Assistant Job Posting

Job Title:	Development Support Intern/ Office Assistant	Date Range:	June 5, 2021
Organization:	Manitoba Islamic Association	Travel Required:	Yes
Location:	2445 Waverley St.	Position Type:	Full time, Summer Intern
Posting Expires:	May 19, 2021		
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

Note: This position is contingent upon approval of Canada Summer Jobs.