



## **Accounts Payable Clerk**

### **AK2 Accounting Clerk 2**

Regular Full Time

Manitoba Legislative Assembly

Finance Branch

Winnipeg MB

**Advertisement Number: 012026**

**Salary(s):** AK2 \$ 57,515 - \$ 67,690 per year

**Closing Date:** April 27, 2026

***This is a preference competition. All applicants are encouraged to apply; however, first consideration for this competition will be given to Indigenous people, visible minorities and people with disabilities. Applicants are requested to self-declare at the time of application.***

#### **Introduction:**

The Legislative Assembly is looking for an experienced Accounts Payables Clerk to provide professional, effective and responsive accounts payable services to the Legislative Assembly and its Independent Offices.

The incumbent of this position is an employee of the Legislative Assembly.

#### **Conditions of Employment:**

- Must be legally entitled to work in Canada
- The incumbent must be, and remain, politically non-partisan in both perception and fact
- Must provide and maintain a satisfactory Criminal Record Check

#### **Qualifications:**

##### Essential:

- Relevant post-secondary education in the accounting field, plus several years of related experience. An equivalent combination of education and experience may be considered.
- Proven experience managing accounts payable transactions in first class ERP systems.
- Strong understanding of bookkeeping and fundamental accounting principles.
- Exceptional data-entry accuracy with a high level of attention to detail.
- Ability to meet deadlines and work efficiently in a high-volume environment
- Proficiency in Microsoft Office applications, particularly Excel
- Effective and proactive written and verbal communication skills for collaboration with vendors and internal stakeholders.
- Strong organizational abilities with the capacity to manage multiple tasks and priorities simultaneously in a fast-paced environment
- Demonstrated collaborative mindset and commitment to providing excellent internal and external customer service.

Desired:

- Experience working with SAP , SAP S4HANA and/or SuccessFactors
- Operational understanding of SharePoint preferred.

**Duties:**

Reporting to the Supervisor, Accounts Payable of Financial Services, the Accounts Payables Clerk is responsible for processing accounts payables transactions including invoices, payments, and expense reimbursements for the Legislative Assembly and its Independent Offices, additionally, the accounts payable clerk needs to:

- Ensure accuracy, timeliness, and compliance with financial policies.
- Help to maintain positive relationships with vendors and internal stakeholders and supports the overall financial integrity of the organization.
- Support exceptions as rush requests and/or stop payments.
- Provide support for financial reporting and audit preparation.
- Oversee escalations while acting as the key point of contact for vendor communications and payment inquiries.
- Act as backup and support other Financial Services team members as needed.

**Apply to:**

Advertisement No. 012026  
Manitoba Legislative Assembly  
Human Resource Services  
302-386 Broadway  
Winnipeg MB, R3C 3R6  
Phone: 204-945-7279  
Fax: 204-948-3115  
Email: [hr@legassembly.mb.ca](mailto:hr@legassembly.mb.ca)

**Competitive process: The competition will include a board interview. The successful candidate will be subject to a six (6) month probationary period.**

**A Position Description is available to applicants upon request.**

**WHEN APPLYING FOR THIS POSITION, PLEASE INDICATE THE ADVERTISEMENT NUMBER AND POSITION TITLE IN THE SUBJECT LINE AND/OR BODY OF YOUR EMAIL.**

**Your cover letter, résumé and/or application must clearly indicate how you meet the qualifications.**

**Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process.**

**We thank all who apply and advise that only those selected for further consideration will be contacted**