



Bookkeeper & Procurement

Are you detail oriented, reliable, trustworthy and interested in diverse cultures? Multicultural Association of Fredericton Inc. is seeking a **Bookkeeper & Procurement**, and we would like to hear from you!

The Bookkeeper & Procurement will perform a variety of routine accounting clerical tasks with a focus on data entry and filing system maintenance. They will perform routine accounting clerical tasks related to Accounts Payable, Accounts Receivable and bi-weekly Payroll in ADP for 100+ employees, with CRA remittance. Including, but not limited to posting entries, verifying and reconciling input to financial reporting system output, processing payments, and/or assisting in preparation of billings and other financial procedures. They will respond to inquiries, contact other departments and/or vendors to resolve a variety of issues, assist in performance of various clerical duties, and support the accounting department as needed. They are knowledgeable of procurement and purchasing processes, including vendor management, purchase orders, quotations, invoice matching, and procurement documentation.

Key Duties:

- Keep clean financial records; maintain and balance various accounts using computerized accounting system
- Assist in preparation of bi-weekly payroll, reflecting proper records of working hours, overtime, vacation time and other types of benefits
- Ensure accuracy of cost allocations and cost recoveries internal procedures for different projects
- Routinely review invoices and A/P statements to ensure that all the information is accurate and complete
- Routinely review invoices to ensure appropriate payment authorization and project allocation
- Ensure that entered items have the correct information to timely pay vendors and reimburse employees
- Prepare and print cheques for vendors
- Receive payments, prepare and make bank deposits
- Schedule signing officers for payables session
- Distribute and mail cheques to vendors
- Maintain accurate, complete and well-organized manual and electronic filing system
- Perform other accounting tasks as needed
- Support procurement activities by obtaining quotations, comparing pricing and terms, and assisting departments with purchasing requirements
- Prepare, process, and maintain purchase orders and procurement documentation in accordance with organizational policies and procedures
- Coordinate with departments to confirm purchasing needs, approvals, budget availability, and appropriate project or cost-centre allocations
- Communicate with vendors regarding orders, pricing, delivery schedules, invoices, discrepancies, and payment inquiries

- Maintain accurate vendor records, including contact information, pricing, contracts, purchase orders, and other relevant documentation
- Assist with vendor selection and evaluation by obtaining quotes and supporting competitive purchasing processes when required
- Monitor outstanding purchase orders and follow up with vendors and internal departments regarding deliveries and outstanding documentation
- Match purchase orders, receiving documentation, and invoices to verify accuracy before payment

Requirements:

- Minimum college diploma in accounting
- Minimum of 2 years accounting/ procurement experience
- Experience or knowledge of procurement and purchasing processes, including vendor management, purchase orders, quotation processes, invoice matching, and procurement documentation, would be an asset
- Computerized accounting software (Sage 50, ADP) knowledge
- Working knowledge of Canadian generally accepted accounting principles, including Canadian accounting standards for not-for-profit organizations, or an equivalent recognized accounting framework
- Reliable, trustworthy and display integrity
- Must be able to work under pressure, meet deadlines and handle routine consistently well
- Excellent interpersonal, cross-cultural, written and verbal communication skills
- Excellent organizational skills and ability to manage deadlines
- Detail-oriented with excellent analytical skills
- Effective multitasking and priority setting skills
- Strong ability to work in team and independently
- Demonstrated ability to establish and maintain respectful, professional relationships
- Must be proficient in MS Office Application (i.e., Excel, Word, Outlook)
- Non-profit sector knowledge would be an asset
- Work evenings or weekends as needed

Terms of employment:

- Contract - renewable pending continuation of funding
- Up to 40 hrs per week with \$24-26 per hour on probationary period
- Criminal Record and Vulnerable Sector Check

Commencement Date:

- August 24th, 2026

Closing Date:

- August 17th, 2026 at 12pm

To Apply: E-mail your resume and cover letter merged in one document to hr@mcaf.nb.ca with the title “Bookkeeper” in the subject line. We wish to thank all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.