

Student, Accounts Payable Administrator

Employer: OLG**Posted:** 13 months ago**Closing Date:** March 22, 2023**ES Job ID:** 13984**Location:** Sault Ste. Marie**Sector(s):** Accounting**Duration:** Full Time , Student , Temporary

Job Description:

Student, Accounts Payable Administrator
GAME ON - OLG needs you

We've said GAME ON, and we mean it - OLG is rapidly transforming its organization to better serve Ontarians by delivering great gaming experiences through our digital, retail lottery, and land-based casino channels. In our fiscal 2019-20 year alone, OLG delivered over \$2.3 billion in net profit to the Province of Ontario. OLG is now expanding our horizons even further, with a new strategic direction, to become a world class gaming entertainment leader with a globally admired digital platform.

We are ready to take this game to the next level and need a passionate Accounts Payable Administrators to assist the Accounts Payable team with invoice entry and payment processing activities. This is a full-time 5-month student contract position.

YOUR ROLE IN THE GAME

Reporting to the Sr Manager Financial Transactions, you will be empowered to:
Transactional/Administrative Activities

- Conduct accurate and timely data entry of a high volume of invoices from vendors, customers, and employees ensuring compliance with OLG policies and procedures
- Review invoices to ensure payment terms are met, discounts are maximized, and interest charges are avoided
- Validate payments against system generated accounts payable reports for accuracy and completeness
- Maintain accurate vendor and employee files to ensure timely retrieval of invoices/expenses for payment, audit purposes and financial information requests
- Actively participate in daily team meetings
- Perform other administrative tasks as required including planned/ad-hoc projects

PERKS OF JOINING OUR TEAM

- Part of a Bigger Picture: socially responsible company that gives back all its profits to the province and people of Ontario
- Flexible Work Environment: to help balance both work and life
- You Matter: family friendly work practices and hybrid work
- Freedom to Innovate: supports new and better ways to be successful
- Be your Authentic Self: environment that values diversity as a source of strength
- Learning Galore: 24-7 access to robust online learning programs
- Public Service Pension Plan: participate in a major defined benefit pension plan sponsored by the Government of Ontario
- Variable Pay Program: performance-based incentives to share in our success (Permanent OLG Employees Only)



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**YOUR JOB IS OUT THERE.
WE'LL HELP YOU FIND IT.**

Learn about OLG - GAME ON!

OLG's purpose is to contribute to a better Ontario by delivering great entertainment experiences for our customers. We are a multi-billion-dollar organization with a wide array of business lines including, lottery, land-based casinos, digital lottery and casino, horseracing, and charitable gaming. OLG is amidst a massive transformation focusing on being customer obsessed and bringing our digital business to a whole new level.

The key to our success is our people. Our culture will be grounded in true, positive partnerships that embrace trust, clarity, and openness in all that we do. We are supporting and empowering employees and teams across the organization through greater accountability, leadership development and growth opportunities. OLG is embracing more flexible work options and family friendly work practices including hybrid work.

Equity, diversity, and inclusion are essential elements of our culture and cornerstones of the Five Truths that OLGers Live by. At OLG, our employees have the space to be themselves and use their perspectives and skills to benefit the people and the Province of Ontario. OLG is an equal opportunity employer. We are committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act.

While we are re-shaping and growing our business, we are unwavering when it comes to living our purpose, and ensuring our business delivers meaningful benefits for the people of Ontario. OLG's net profits are reinvested back into the province, contributing to the quality of life for Ontarians.

Required Skills:

WHAT YOU NEED TO PLAY

Work Experience: Ability to work successfully from home and in the Foster Drive office (hybrid). Experience with Microsoft products including Outlook, Word, and Excel. Previous work experience in an office environment would be considered an asset. Excellent interpersonal and communication skills, superior planning, and organizational skills.

Education: Actively pursuing a university or college degree/diploma in finance, business administration, or accounting

Critical Skills:

Collaboration & Fun: inclusive and collaborative work style while creating fun and excitement in our work

Integrity and Trust: do what's right and operate with transparency and openness

How to Apply:

To learn more about OLG go to our website at www.olg.ca

We look forward to hearing from you, interested applicants please apply by March 22, 2023.

Please to Studentjobcentre@saultcollege.ca with \"13984 - AP Administrator\" in the subject line.

OLG is an equal opportunity employer. We are committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Please contact Human Resources at careers@olg.ca if you require accommodation at any time throughout the hire process.

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We thank you for your interest in this opportunity; however only those individuals selected for an interview will be contacted.

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