



Accounts Payable Clerk

Department: Finance
Posting Date: May 6, 2022
Location: Nipissing First Nation, ON
Schedule: Standard Work Week
Job type: Full-time Permanent
Vacancies:1
Reports To: Chief Financial Officer

Application Deadlines:

Nipissing First Nation adheres to the following process for our recruitment practices.

Closing May 20, 2022 - 1st Round

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- If no suitable candidate is found, the process will proceed to Stage Two.

Closing June 3, 2022 - 2nd Round

- Opportunities are open to spouses of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application.
- If no suitable candidate is found, the process will proceed to Stage Three.

Closing June 17, 2022 or until filled - 3rd Round

- Opportunities are open to all applicants (status and non-status).
- The posting will be open until filled.

Our Finance team is looking for an Accounts Payable Clerk! This position will be an important member of the Finance Team. The role will require the incumbent to perform the accounts payable functions and related bookkeeping, clerical and administrative services. In addition, the Accounts Payable Clerk will work with the Finance Team to administer financial processes to support our members and employees.

What you'll do in the role

- Verify accounts through written confirmation and service/product originator
- Ensure the purchases and sales procedures are in accordance with the Nipissing First Nation's Financial and Procedures Policy and by laws
- Process and record accounts payable transactions
- Prepares payments for approval
- Research and prepare regular financial, statistical and ad hoc reports
- Assist in monthly and year-end process
- Participate in process improvement initiatives and audits
- Answers enquiries directly and by telephone
- Maintain accurate and up to date filing



Employment Opportunity

- Perform such other duties as required

Just a few reasons to join Nipissing First Nation

- Opportunity to work with a dynamic team with career growth across multiple departments
- Nipissing First Nation prides itself in providing its employees with job security, competitive wages and a safe working environment.
- On-the-job training to support your success in the role
- A defined contribution pension plan
- Comprehensive Health Plan including Medical, Vision, Life and Disability insurance
- Casual dress
- Three weeks paid vacation to start, increasing with years of service
- Better than average vacation and leave packages

What you bring to the table

- Respect for Indigenous culture and willingness to learn Ojibwe
- Experience working in office settings, preference for those with a minimum of one year office or accounting experience
- Preference for those with formal related education such as diploma from a post-secondary program in Accounting, Business Administration, or related program
- Excellent public relation skills, including an appreciation of the need for tact, discretion and a positive, cheerful and informed approach with the public
- Display initiative, strong interpersonal skills and high level organization skills
- Effective communication and interpersonal skills
- Strong sense of responsibility with minimal supervision (self-starter)
- Ability to work in a fast paced environment and perform well under pressure
- Flexible, punctual and reliable
- Must possess a high level sensitivity to Native issues.

If you are excited by this opportunity and want to be a part of Nipissing First Nation, please apply online by emailing your cover letter and resume to resumes@nfn.ca no later than 4:30pm on the application deadlines noted above.

Nipissing First Nation members are encouraged to apply to all rounds of employment postings. As per Section 24(1)(a) of the Ontario Human Rights Code, Nipissing First Nation gives preference to First Nation applicants for any employment opportunities.

Miigwech to all applicants for their interest; however only those selected for an interview will be contacted.