



Accounts Payable Coordinator

Department: Finance
Posting Date: Friday, December 8, 2023
Location: Nipissing First Nation, ON
Schedule: Standard Work Week
Job type: Fulltime/Permanent
Vacancies: 1
Reports To: Chief Financial Officer
Starting Salary: \$44,899.40

What you'll do in the role

- Processes and records accounts payable transactions; prepares payments for approval in accordance with the First Nation financial administration policies.
- Verifies and completes Purchase Order's as requested by NFN staff
- Verifies accounts through written confirmation and service/product originator; ensures that purchase/sale procedures are in accordance with the Nipissing First Nation's Financial and
- Procedures Policy and by laws.
- Provides backup services for Accounts Receivable and Finance Clerk functions, as required.
- Answers enquiries directly and by telephone and provides factual information to the public.
- Answers questions posed by NFN staff via email and/or telephone.
- Prepares and summarizes lists and reports, as required.
- Prepare and process payments either by cheque or EFT.
- Assists in the maintenance of the filing system.
- Provides clerical, bookkeeping, administrative and other related duties as may reasonably be required by the Chief Financial Officer.
- Performs such other related duties as may reasonably be required by the Chief Financial Officer.
- Researches and prepares statistical, financial, policy, and other reports as required by the Chief Financial Officer.
- Prepares quarterly and year-end reconciliations for accounts payable in accordance with GL account payable control accounts.

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, Dental, Vision, Life and Disability insurance
- Casual dress
- Better than average vacation and leave packages



Employment Opportunity

What you bring to the table

- Respect for Indigenous culture and willingness to learn Ojibwe
- Graduate from a Post-Secondary institute in business is an asset
- administration and/or accounting
- High level computer and word processing skills; working knowledge of computerized accounting programs, such as Sage300, formerly Accpac for Windows.
- Excellent public relation skills, including an appreciation of the need for tact, discretion and a positive, cheerful and informed approach with the public.
- Displays initiative, strong interpersonal skills, and high-level organization skills.

Application Deadlines:

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

Closing December 22, 2023 - 1st Round

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- Applicants who are considered Round 2 or Round 3 will not be considered, regardless of when the application is received
- If no suitable candidate is found, the process will proceed to Stage Two

Closing December 29, 2023 - 2nd Round

- Opportunities are open to spouses and children of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application
- Applicants who are considered Round 3 will not be considered, regardless of when the application is received
- If no suitable candidate is found, the process will proceed to Stage Three

Closing January 5, 2024 - 3rd Round

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

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 deadline noted above.

Are you a member of NFN? If so, please read below:

- ✓ *Nipissing First Nation supports the training and growth of their members and strongly encourages their members to apply to positions.*
- ✓ *Work experience and training opportunities are taken into consideration when screening applications.*
- ✓ *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.