



Employment Opportunity

Accounts Receivable Clerk

Department: Finance
Posting Date: Friday, March 8, 2024
Location: Nipissing First Nation, ON
Schedule: Standard Work Week
Job type: Fulltime/Permanent
Vacancies: 1
Reports To: Chief Financial Officer
Starting Salary: \$45,791.20

What you'll do in the role

- Performs the accounts' receivable function, including the receipt, recording, and monitoring of all First Nation revenues.
- Ensures receipt of revenues owing; pursues accounts in arrears and recommends compliance in accordance with the First Nation financial administration policies.
- Provides backup services for Account Payable, clerical, and administrative functions, as required.
- Answers enquiries directly and by telephone and provides factual information to the public.
- Prepares and summarizes lists and reports, as required.
- Prepares monthly, quarterly, and year-end revenue reconciliations for accounts receivable in accordance with GL account receivable control accounts.
- 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.

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.

What you bring to the table

- Respect for Indigenous culture and willingness to learn Ojibwe.
- Graduation from a secondary school or equivalent.
- Experience working in office settings, preference for those with a minimum of one year office or accounting experience.
- Preference will be given to those who possess post-secondary education in a related field such as a diploma in Accounting, Business Administration, or related program.
- Computer skills: ability to utilize Windows Operating Systems, Microsoft Office applications.



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- Working knowledge of computerized accounting programs, such as Sage formerly AccPac.
- Have excellent public relations skills, including an appreciation of the need for tact, discretion, and a positive, cheerful, and informed approach with the public.
- Display initiative, 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 be bondable.

Application Deadlines:

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

Closing March 22, 2024 - 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 March 29, 2024 - 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 April 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.