



## Employment Opportunity

### Accounts Payable Coordinator

---

Department: Finance  
Posting Date: Thursday, March 28, 2024  
Location: Nipissing First Nation, ON  
Schedule: Standard Work Week  
Job type: Fulltime/Permanent  
Vacancies: 2  
Reports To: Chief Financial Officer  
Starting Salary: \$45,791.20

#### **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
- Must have graduated from a post-secondary institution in business administration and/or accounting.
- Must have one year of office environment experience.
- High level computer and word processing skills; working knowledge of computerized accounting programs, such as Sage300, formerly Accpac for Windows.
- Must have strong customer service skills 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 April 12, 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 April 19, 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 26, 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](mailto: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.**