



EMPLOYMENT OPPORTUNITY

Accounts Payable Officer

Department: Finance

Posting Date: February 14th, 2025

Location: Nipissing First Nation, ON

Schedule: Standard Work Week/35hrs

Job type: Permanent – Full Time

Vacancies: 1

New or Existing Position: New

Reports To: Finance Manager

Starting Salary: \$62,080.20

What you'll do in the role

- Assists the Finance Manager achieve effective and efficient administration of financial affairs of Nipissing First Nation.
- Prepares all bank reconciliations for Nipissing First Nation, in Sage 300 or other financial system.
- Sends visa statements to credit card holders followed by auditing and posting the related transactions in the financial system on a monthly basis.
- Maintains and reconciles general ledger accounts.
- Reconciles Chief & Council remuneration and expenses.
- Reconciles all monthly pre-authorized debits including data entry for invoices direct debited from the bank accounts.
- Approves Purchase Orders.
- Posts recurring journal entry batches and other journal entries, as scheduled or required.
- Assists with monitoring accounts payable transactions.
- Researches and prepares statistical, financial, and other reports as required by the Finance Manager and/or Chief Financial Officer.
- Notifies the Finance Manager & Chief Financial Officer of any unusual transactions that have occurred.
- Prepares and issues all GST/HST remittances for Nipissing First Nation and applicable entities.
- Compiles potential GST/HST recoveries for Nipissing First Nation and applicable entities.
- Completes monthly internal Finance reports for Finance Manager and Chief Financial Officer.
- Reconciles own-source and local revenue accounts including:
 - OFNLP Gaming Revenue
 - Trust Income
 - Nipissing Revenues
 - Other Own-Source Revenue Accounts

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- Obtains confirmations with vendors before adding or amending banking information in the Financial System and providing documentation to Finance Manager for final audit/approval.
- Verifies and provides first approval on AP Payment Batches.
- Prepares budget shells for annual and mid-year review.
- Enters approved budgets into Financial System.
- Ensures that new & current vehicles are insured under Nipissing First Nation's insurance policy.
- Maintains accurate asset records, i.e. adding or removing vehicles to Nipissing First Nation's asset list
- Requests and administers the Certificate of Exemption to applicable departments.
- Processes annual vehicle sticker renewals.
- Completes annual internal audits of vehicles owned by Nipissing First Nation.
- Ensures that applicable NFN employees are added to NFN's insurance policy.
- Completes all accounting entries for various NFN business entities.
- Provides financial analysis support to Business Operations Manager for business entities.
- Produces quarterly interim financial reporting for business entities.
- Processes payroll for business entities, if required.
- Minute taker at Finance & Audit Committee meetings.
- Participates in development of Finance structure and maintenance of SharePoint.
- Assists with new Accounts Payable hire training
- Provides backup support for Accounts Payable functions, as required.
- Answers enquiries through various modes of communication (email/telephone), by providing factual information to the public.
- Assists in the maintenance of the filing system.
- Ensures compliance with the policy objectives of Nipissing First Nation and government regulations.
- Assists with First Nation program and other audits.
- Liaises with federal, provincial and regional financial agencies that may relate to the financial interests of Nipissing First Nation; represent, coordinate and facilitate Nipissing First Nation's relations with those agencies on behalf of Nipissing First Nation, as requested by the Finance Manager.
- Provides clerical, bookkeeping, administrative and other related duties as may be reasonably required by the Finance Manager and/or Chief Financial Officer.

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- Performs other related duties as may reasonably be required by the Finance Manager and/or 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

What you bring to the table

- Respect for indigenous culture and willingness to learn Ojibwe.
- Must have graduated from post-secondary institution with a diploma in accounting and/or business administration
- Must have minimum 3 years directly related work experience
- Must have overall 5 years work experience.
- Advanced knowledge of and experience working in Sage 300 software
- Advanced working knowledge of Microsoft Office including Word & Excel
- Working knowledge and experience working with QuickBooks.
- Experience processing and reconciling financial records, and processing expense reimbursements.
- Experience with data analysis to support business decisions.
- Experience drafting and formatting correspondence and preparing standard financial reports.
- Experience with applying financial policies.
- Experience with data entry such as vendor and customer invoice processing in financial system.
- Clear understanding of generally accepted accounting principles.
- Excellent public relation skills, including an appreciation of the need for tact, discretion and a positive, cheerful and informed approach with the public.
- Self-motivated, flexible and adaptable approach to work processes, problem resolution and continuous process improvement.
- Deadline driven with the ability to work well under pressure and multi-task.
- Good background in research; ability to conceptualize.
- Ability to work as a team.

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- Excellent verbal and written communication skills.
- Excellent problem-solving skills, accuracy and attention to detail.
- Working knowledge of the legislation, policies and programs that affect Indigenous communities must possess a high-level sensitivity to Indigenous issues.
- Must be bondable.

APPLICATION DEADLINES:

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

Closing - 1st Round February 28th, 2025

- 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 - 2nd Round March 7th, 2025

- 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 - 3rd Round March 14th, 2025

- 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.