



## EMPLOYMENT OPPORTUNITY

### Accounts Receivable Coordinator

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Department: Finance  
Posting Date: February 28, 2025  
Location: Nipissing First Nation, ON  
Schedule: Standard Work Week/35hrs  
Job type: Permanent – Full Time  
Vacancies: 1  
New or Existing Position: Existing  
Reports To: Manager, Finance  
Starting Salary: \$ 45,791.20

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Nipissing First Nation is seeking a detail-oriented and organized Accounts Receivable Coordinator to manage the Accounts receivable function and provide essential bookkeeping, clerical, and administrative support. This role ensures the efficient processing of financial transactions in accordance with the policies and procedures established by the Chief Executive Officer and under the direction of the Finance Manager.

#### **What you'll do in the role**

- Performs the accounts' receivable functions, including the receipt, recording and monitoring of all First Nation revenues, such as grant/funding revenues, service charges, rents, renovation and mortgage loan repayments, special fees, charges and fines in accordance with the Nipissing First Nation's Financial and Procedures Policy and by laws.
- Prepares accounts receivable payment batches for processing.
- Assists the Treasury & AR Officer with completing monthly, quarterly, and all year-end AR reconciliations for accounts receivable in accordance with AR GL control accounts.
- Processes all AR payments, including but limited to, EFT, EMT, Debit/Credit, Cash, Cheque-Pro and Payroll Deductions.
- Prepares all documentation required for EFT, EMT, Debit/Credit, Cheque-Pro, cash deposits and payroll deductions, including compiling all necessary information, saving all receipt batches in appropriate folders and posting AR Receipt batches, once approved.
- Reverses all NSF payments.
- Mails or emails receipts to applicable AR customers.
- Completes necessary debit and credit entries and apply document receipts, when required.

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- Brings all Nipissing First Nation deposits to the bank, once verified by the Treasury & AR Officer or Finance Manager, and obtains final approval upon returning from the bank by either the Finance Manager or Chief Financial Officer.
- Maintains and updates AR electronic ledgers.
- Ensures receipt of revenues owing; pursues accounts in arrears and recommends compliance in accordance with the First Nation financial administration policies.
- Provides back up support to preparing all AR invoices for Nipissing First Nation funding agreements and departments.
- Assists the Treasury & AR Officer with monitoring and tracking Nipissing First Nation funding agreements.
- Assists with Nipissing First Nation audit requirements.
- Notifies the Treasury & AR Officer and reports to the Finance Manager any abnormalities and/or concerns.
- Prepares all renewal and delinquent AR account letters to be verified and approved by the Treasury & AR Officer and Finance Manager.
- Answers enquiries directly and by telephone and provides factual information to the public.
- Provides clients and/or departments with copies of invoices, account statements and/or receipts.
- Prepares and summarizes lists and reports, as required.
- Assists in the maintenance of the filing system.
- Assists the Treasury & AR Officer with electronic filing.
- Provides clerical, bookkeeping, administrative and other related duties as may reasonably be required by the Finance Manager.
- Assists the Treasury & AR Officer with treasury functions during Nipissing First Nation's Annual Pow Wow.
- Assists with distributing Christmas Distribution shares.
- Performs such other related duties as may reasonably be required by the Finance Manager.
- Researches and prepares statistical, financial, policy, and other reports as required by the Finance Manager.
- Prepares monthly, quarterly and year-end revenue reconciliations for accounts receivable in accordance with GL account receivable control accounts.

#### **Just a few reasons to join Nipissing First Nation**

- Opportunity to work with a dynamic team with career growth across multiple departments.

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- 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.
- Casual dress.
- Comprehensive Health Plan including Medical, Dental, Vision, Life and Disability insurance.
- Better than average vacation and leave packages.
- A defined contribution pension plan.

#### What you bring to the table

- Must have Ontario Secondary School Diploma or equivalent.
- Graduate from a Post Secondary institute in business administration and/or accounting is preferred.
- Must have 1 year directly related work experience and 2 years overall work experience.
- Good knowledge, training and experience in governmental accounting procedures, including associated computer applications; good organizational skills, initiative and ability to perform tasks without close supervision.
- High level computer and word processing skills; advanced knowledge of computerized accounting programs, such as Sage.
- 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.
- Excellent problem-solving skills, accuracy and attention to detail.
- Good background in research; ability to conceptualize.
- Ability to assign tasks and ensure successful completion of same.
- Must be bondable.

#### APPLICATION DEADLINES:

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

#### **Closing March 14<sup>th</sup>, 2025 - 1st Round**

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application



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- 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 21st, 2025 - 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 March 28th, 2025 - 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.*



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**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.**