



## Employment Opportunity

### Accounts Payable Coordinator

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Department:	Finance
Posting Date:	January 9, 2026
Location:	Garden Village, Nipissing First Nation
Schedule:	35 hours per week
Job type:	Full Time Permanent
Vacancies:	One (1)
Reports To:	Manager, Finance
Salary Wage:	\$49,922.60 to \$65,884.00

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Nipissing First Nation is currently seeking an Accounts Payable Coordinator to support its administrative and financial operations. Reporting to the Chief Financial Officer and working within the policies and procedures established by the Chief Executive Officer, the Accounts Payable Coordinator is responsible for performing accounts payable functions and providing related bookkeeping, clerical, and administrative services. This role plays an important part in supporting the First Nation's administrative processes and ensuring accurate, timely financial operations.

#### 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.



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- 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.

#### Reasons to Join Nipissing First Nation

At NFN, we don't just offer a job, we offer a purpose-filled career in service to our community. Our workplace is one where learning is encouraged, growth is supported, and our culture is celebrated.

- ✓ Work with a passionate team rooted in community values
- ✓ Be part of an inclusive, supportive work culture
- ✓ Competitive salary and defined contribution pension plan
- ✓ Comprehensive benefits package – medical, dental, vision, life, and disability
- ✓ Business Casual dress and modern workplace practices
- ✓ Training, mentorship, and ongoing development opportunities

#### **Vacation Time:**

Start with three (3) weeks of vacation, plus enjoy a two (2) week paid office closure over the December holiday season – giving you time to rest, reset, and reconnect.

#### **Additional Leave:**

We offer better-than-average leave benefits to support your health, wellness, and work-life balance.

#### What You Bring to the Table

- Must have diploma from a post-secondary institute in business administration and/or accounting
- Must have 1-2 years accounts payable experience
- 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.



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- Displays initiative, strong interpersonal skills, and high-level organization skills.
- Must be bondable
- Be able to work in a fast-paced environment
- Must be adaptable
- Must have strong interpersonal skills

#### Application Deadlines and How to Apply

Nipissing First Nation follows a structured and fair hiring process. Please identify your eligibility clearly in your application.

#### Round 1 – Closing January 23, 2026

*Only open to registered Nipissing First Nation members.*

(Round 1 applicants will be considered at this stage.)

#### Round 2 – Closing January 30, 2026

*Only open to spouses and children of registered NFN members and registered members of other First Nations.*

(Round 2 applicants will be considered at this stage.)

#### Round 3 – Closing February 6, 2026,

Open to all applicants (status and non-status).

Posting will remain open until the position is filled.

If you are excited by this opportunity and want to make a meaningful impact with Nipissing First Nation, please submit your **cover letter and resume** to:

 [resumes@nfn.ca](mailto:resumes@nfn.ca)

 **Deadline:** 4:30 p.m. on the date assigned to your eligibility round

 **Are You a Member of NFN?** Nipissing First Nation is deeply committed to the training, development, and employment of our members. *We strongly encourage NFN members to apply*, even if you don't meet



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every qualification. Your lived experience matters, and we consider all aspects of your background in the hiring process.

As per Section 24(1)(a) of the *Ontario Human Rights Code*, preference will be given to First Nation applicants.

*Miigwech to all applicants for your interest.  
Only those selected for an interview will be contacted.*