



Employment Opportunity

Accounts Payable Officer

Department:	Finance
Posting Date:	February 20, 2026
Location:	Garden Village, Nipissing First Nation
Schedule:	35 Hours per Week
Job type:	Permanent Full Time
Vacancies:	One (1)
Reports To:	Finance Supervisor
Salary Wage:	\$61,206.60 to \$80,753.40

Nipissing First Nation is seeking an Accounts Payable Officer to maintain accurate financial records by processing transactions, reconciling accounts, and supporting financial reporting. This role ensures smooth, compliant financial operations and upholds the organization's financial integrity

What You'll Do in the Role

- Assist 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.
- Purchase Orders approvals
- Posts recurring journal entry batches and other journal entries, as scheduled or required.
- Research and prepare 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.



Employment Opportunity

Accounts Payable Officer

- 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.
 - 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
 - Provides clerical, bookkeeping, administrative and other related duties as may be reasonably required by the Finance Manager and/or Chief Financial Officer.
-

♥ ♥ 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.



Employment Opportunity

Accounts Payable Officer

What You Bring to the Table

- Must have graduated from post-secondary institution with a diploma in accounting and/or business administration
- Must have minimum 3 years' direct related work experience
- Must have 5 years work experience overall
- 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 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 part of a team
- Must be Bondable

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 March 6, 2026,

Only open to registered Nipissing First Nation members.

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



Employment Opportunity

Accounts Payable Officer

Round 2 – Closing March 13, 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 March 20, 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

 **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 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.*