



Job Opportunity



Accounts Payable Coordinator

Department:	Finance
Posting Date:	March 27, 2026
Location:	Garden Village, Nipissing First Nation
Schedule:	35 hours per week
Job type:	Permanent Full Time
Vacancies:	Two (2)
Reports To:	Finance Supervisor
Salary Wage:	\$49,922.60 to \$65,884.00

Nipissing First Nation is seeking a highly organized and detail-oriented Accounts Payable Coordinator to support its administrative and financial operations. 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; prepare 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 information to the public.
- Answers questions posed by NFN staff via email and/or telephone.
- Prepare and summarize lists and reports as required.
- Prepare and process payments either by cheque or by EFT.
- Assists in the maintenance of the filing system.
- Provides clerical, bookkeeping, administrative and other related duties as may reasonably be required by the Finance Supervisor and/or Finance Manager.



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- Perform any other related duties as may reasonably be required by the Finance Supervisor.
- Research and prepare statistical, financial, policy, and other reports as required by the Finance Supervisor.
- 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



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- Excellent public relation skills, including an appreciation of the need for tact, discretion and a positive, cheerful and informed approach with the public.
- 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.

<p>Round 1 – Closes April 10, 2026 <i>Open to registered Nipissing First Nation (NFN) members only</i> Applications received by the Round 1 deadline will be screened at this stage.</p>
<p>Round 2 – Closes April 17, 2026 <i>Open to registered NFN members, spouses and children of registered NFN members, and registered members of other First Nations.</i> If the position is not filled in Round 1, applications received by the Round 2 deadline, including any additional eligible Round 1 applicants, will be screened at this stage.</p>
<p>Round 3 – Closes April 24, 2026 <i>Open to all qualified applicants.</i> If the position remains unfilled, applications received by the Round 3 deadline will be screened at this stage.</p>

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:



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Accounts Payable Coordinator



 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 committed to increasing employment opportunities for our members and strongly encourages qualified NFN members to apply.

Applicants are expected to meet the essential qualifications identified in the posting. Transferable skills may be considered and reasonable on the job training may be provided where operationally appropriate. Positions requiring specific credentials, licenses, or regulated qualifications must be met at the time of application. As permitted under Section 24(1)(a) of the Ontario Human Rights Code, preference will be given to First Nation applicants.

Interview Preparation Support for NFN Members and affiliates

For resume assistance or information about employment and training programs, please contact Thomas Lambert, Employment and Training Manager, at thomasl@nfn.ca or 705 753 2050 ext. 6985.

Nipissing First Nation also offers interview preparation support through the Human Resources Department for NFN members who are selected for an interview. Members who wish to access this support should indicate their interest when submitting their application.

Participation in interview preparation does not influence the selection decision.

Miigwech~ Thank you, to all applicants for your interest. Only those selected for an interview will be contacted.