



## Employment Opportunity

### Finance Accounts Payable Clerk

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Permanent Full-Time with Benefits

Nipissing First Nation requires a Finance Accounts Payable Clerk, to perform the accounts payable functions and related bookkeeping, clerical and administrative services for the First Nation, and administer financial processes within policies and procedures.

#### **QUALIFICATIONS:**

- Must be registered Nipissing First Nation member.
- Must possess a post-secondary Diploma in Accounting or Finance or Business Administration, or related field.
- Must have a minimum of one (1) year of office experience with business accounting and a good understanding of best practices.
- Direct accounts payable experience in an office environment will be considered a definite asset.
- Must be proficient with Microsoft Office applications (Outlook, Word, Excel) and working knowledge of computerized accounting programs, such as AccPac for Windows.

#### **REQUIRED SKILLS AND ABILITIES:**

- High level accounting skills.
- 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.
- Effective communication and interpersonal skills
- Strong sense of responsibility with minimal supervision (self-starter).
- Ability to work in a fast pace environment and perform well under pressure.
- Flexible, punctual and reliable.

#### **DUTIES INCLUDE:**

Under the supervision of the Chief Financial Officer, performs the accounts payable functions, including:

- 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
- Processes and records accounts payable transactions; prepares payments for approval in accordance with the First Nation financial administration policies.
- Researches and prepares statistical, financial, policy and other reports as required by the CFO.
- Prepares monthly and year-end expenditure reports.
- Assists in First Nation and program audits.
- Answers inquiries directly and by telephone, and provides factual information to the public.
- Prepares and summarizes lists and reports, as required.
- Assists in the maintenance of the filing system.
- Provides clerical, bookkeeping, administrative and other related duties.

The successful candidate will require a current CPIC. Please submit a letter of interest and resume with three (3) current references no later than **Friday, April 23, 2021** at 4:30 pm to:

Human Resources  
Nipissing First Nation  
36 Semo Road, Garden Village, ON P2B 3K2  
Fax: (705) 753-0207 | Email: [resumes@nfn.ca](mailto:resumes@nfn.ca)

**Miigwech to all applicants for their interest, however only those who qualify for an interview will be contacted.**

*Nipissing First Nation gives preference to First Nation applicants for any employment opportunities as per Section 24(1) (a) OHRC*