STZ’UMINUS FIRST NATION

Job Posting – Accounts Payable Clerk

Stz’uminus First Nation is seeking a part-time permanent Accounts Payable Clerk.

They will work three days per week, from 8:30 a.m. to 4:00 p.m., Tuesday through Thursday.

The Accounts Payable Clerk collects and verifies authorization, enters all accounts payable invoices for payment and maintains vendor files.

**Essential Duties & Responsibilities:**

- Verifies authorization of all accounts payable invoices as per formal approvals before entering into the Accounts Payable system.
- Enters all vendor transactions for payment utilizing the Adagio Accounts Payable system and then transfers and posts these entries to the appropriate general ledger accounts using the Ledger Module.
- Records and enters HST/GST/PST portion of transactions.
- Performs monthly vendor account reconciliations and resolves discrepancies.
- Prints and arranges for the signing of the Accounts Payable cheques.
- Distributes or mails cheques as required.
- Files the accounts payable vendors’ invoices and cheque stubs and manages the AP filing system.
- Prepares manual cheques upon request.
- Assists managers and other employees in researching invoices posted to their respective departments.
- Processes employee travel and supplies advance requests by obtaining a fully authorized advance form before releasing payment and giving the employee a copy of the form.
- Ensures all department information is secure.
- Prepares weekly bank deposits.
- Attends and participates in team meetings.
- Provides professional and friendly service at all times.
- Performs other duties as assigned.

**Required Skills & Qualifications:**

- Grade 12 and post-secondary bookkeeping courses or equivalent education and experience in a First Nations organization.
- Good typing and adding machine skills.
- Computer skills, primarily related to the use of finance programs.
- Demonstrated written and verbal communication skills.
- Proficient organization, time, and general management skills.
- Ability to work independently.
- Excellent interpersonal communication.
- Satisfactory Criminal Record Check required.

Interested and qualified applicants are invited to submit a cover letter and resume via e-mail by the closing date of Friday, November 4, 2022, at 5:00 p.m. to resumes@stzuminus.com

*Please only forward submissions as requested above, phone calls will not be accepted.*