



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.