



Fort Nelson First Nation

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INTERNAL-EXTERNAL POSTING

Position Title:	Accounts Payable (AP) Clerk	Posting #:	2019-13-1.0
Department:	Finance	Level:	G4-L3-C5
Location:	Office at 2022 Kennay Yah Rd	FTE:	1.0 (Term)
Supervisor:	Finance Manager	Rate:	\$25.93
Key Areas:	Fiduciary Duty, Public Contact, Reporting	First Posted:	13-05-2019
Effective Date:	April 2019	Closes:	27-05-2019

SUMMARY / SCOPE

The term will start June 03, 2019 and is anticipated to continue for a period of 15 weeks, with possibility for extension, pending employer needs.

The primary responsibilities of an Accounts Payable (AP) Clerk is to collect, verify, calculate, prepare and process bills, invoices, accounts payable, budgets and other financial records according to established procedures. AP Clerks are responsible for the computation and verification of invoices and statements, and related records of vendors and suppliers; work includes processing a variety of source documents (electronic and paper) to ensure invoice processing that accurately reflects authorized expenditures. Work also involves administering other related financial records for the employer. A key element of success is the development of knowledge of theories and applications of GAAP and business related software. Other important factors include the development of an awareness and knowledge of reference persons and materials to assist in addressing problems, challenges and issues; references will also include legislations, government agents, written policies, procedures and guidelines, and manuals and reference handbooks. Other related duties as required.

Candidate Profile:

The Accounts Payable (AP) Clerk is a professional, ethical and responsible individual who ensures confidentiality of information, and adheres to policies and procedures, and works with other staff to form a positive and supportive team atmosphere. The Accounts Payable (AP) Clerk has good interpersonal skills including good listening skills to listen to requests for information and to ask questions to gather all necessary information ensuring understanding for accurate processing of requests. The Accounts Payable (AP) Clerk has good written and verbal communication skills and communicates with any employee or senior staff member from any department, and occasionally communicates with and assists community members and is responsible for exercising sound judgment within policy guidelines.

COMPETENCIES

- Planning/Coordinating
- Organization
- Communication
- Apply Legislation
- Computer Applications
- GAAP/Accpac

MINIMUM QUALIFICATIONS

- Mature individual with a minimum grade 12 high school diploma; supplemented by completion of college or other courses in accounting, or bookkeeping, or equivalent related experience in payable administration.
- Minimum 19 years of age
- Four to five (4-5) years' experience performing payable duties
- Primary experience with payable practices and standards
- Experience working with Accpac
- Experience with GAAP and accounting standards
- Experience working with regulations governing work
- Experience working with privacy protected information
- Experience coordinating and supervising payable matters
- Experience with filing systems and record keeping
- Good documentation skills (includes business documentation)
- Good interpersonal skills and ability to interact well with employees and agencies/regulators



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- Good organizational skills and able to handle competing priorities and meet deadlines; will benefit from a high degree of resourcefulness, flexibility, and adaptability
- Good communication skills (written and oral); ability to listen to understand and ask questions for clarification
- Proficient computer skills and able to use MS Office Suite applications.
- Satisfactory completion of a criminal record check
- Valid BC Driver's License
- Satisfactory driver's abstract

DESIRED QUALIFICATIONS

The following are considered assets:

- Certificate or Diploma in Accounting
- Certificates of training, such as First Aid, WHMIS, OHS
- Previous First Nation's payable experience
- Google™ drive, calendar, forms and other Google™ products.
- Ability to speak Dene and/or Cree

APPLICATION INSTRUCTIONS

Closing: May 27, 2019 at 2019. **Remuneration:** \$25.93 per hour, pending certification(s), knowledge, skills, abilities, and experiences. *Preference may be given to qualified First Nation's applicants, and we encourage those applicants to self-identify. Fort Nelson First Nation is a progressive organization offering an incredible work environment, competitive salary packages, health and pension benefits, professional development and career advancement opportunities. Kindly forward your cover letter and resume to:

Human Resources, Recruitment
Fort Nelson First Nation
R.R. #1, Mile 295, Alaska Highway
Fort Nelson, B.C. V0C 1R0
E-mail: recruitment@fnnation.ca

We thank all individuals for applying, but only those applicants whose applications clearly demonstrate meeting all of the requested minimum qualifications will receive a reply.

* Constitution Act, 1982 [Section 35]; Canadian Charter of Rights and Freedoms [Section 15(1)]; Canadian Human Rights Act [Section 16(1)]; Employment Equity Act [Section 5(a), 10(b)]; Declaration on the Rights of Indigenous Peoples [Article 22]; ILO Convention 169 on Indigenous and Tribal Peoples in Independent Countries.