



Fort Nelson First Nation

Strong. Healthy. Proud. Self-reliant.

INTERNAL-EXTERNAL JOB POSTING

Job Title:	Accounts Payable Clerk (Clerk IV)	Posting #:	04-2021
Department:	Finance	Level:	G4-L3-C4
Location:	Office at 2022 Kennay Yah Rd.; Multiple Sites Served	FTE:	1.0
Supervisor:	Finance Manager	Starting Rate:	\$25.17
Key Areas:	Accounts Payable, Contact, Reporting	First Posted:	10-02-2021
Classification:	Full time, Temporary, One Year, strong possibility for extension prior to end of term	Closes:	When filled

SUMMARY / SCOPE

Reporting to the Finance Manager, and working collaboratively with department Managers, the Accounts Payable (AP) Clerk will support tasks related to FNFN Accounts Payable and related communications and reports that affect the Employer. As an employee of the Finance team, this position will enthusiastically embrace and support the needs of the finance department and of the organization, by delivering positive customer service to all co-workers, and by working collaboratively with other departments.

Candidate Profile:

The AP Clerk is a professional, ethical and responsible individual who ensures confidentiality of information, and adheres to policies and procedures, and works with other employees and department and division heads to form a positive and supportive team atmosphere to assist the organization to achieve its financial objectives. The 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 and is able to work independently while positively contributing to a teamwork environment and has experience managing and completing multiple projects within established timelines. The AP Clerk has good written and verbal communication skills and communicates with department representatives from any department, and is responsible for exercising sound judgment within policy guidelines.

COMPETENCIES

- Planning/Coordinating
- Organization
- Communication
- Computer Applications
- GAAP/Accpac
- Customer Service
- Reporting
- Time Management

MINIMUM QUALIFICATIONS

- Mature individual with a minimum grade 12 high school diploma; supplemented by completion of a related certificate or diploma
- 3-5 years of related experience in an accounts payable role
- Previous Accpac experience in Accounts Payable
- Strong knowledge of accounts payable practices
- Good knowledge of GAAP and accounting standards
- Good verbal and written communication skills (written and oral); ability to listen to understand and ask questions for clarification, remotely and in person, in a professional manner
- Good interpersonal skills and ability to interact with internal and external stakeholders
- Ability to use good judgment, handle competing priorities and meet deadlines
- Comfortable dealing with ambiguity and uncertainty
- Highly organised and detail orientation
- Experience with filing systems and record keeping
- Good documentation skills (includes business documentation)
- Good organizational skills and able to handle competing priorities and meet deadlines; will benefit from a high degree of resourcefulness, flexibility, and adaptability
- Proficient skills in MS Office Suite, Google applications, internet, email and basic knowledge of database management technologies and knowledge regarding remote access and operation connectivity.
- Satisfactory completion of a criminal record check
- Valid BC Driver's License



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- Satisfactory driver's abstract.

DESIRED QUALIFICATIONS

The following are considered assets:

- Certificate or Diploma in Business Accounting
- Certificates of training, such as First Aid, WHMIS, OHS
- Google™ drive, calendar, forms and other Google™ products
- Ability to speak Cree and/or Dene
- Experience in other Accpac modules other than A/P.

WORK CONDITIONS

- Lifting or moving objects less than 10 lbs. Objects may include file boxes or office equipment.
- Work tasks and activities do not result in fatigue, requiring periods of rest.
- Manual dexterity required to use desktop computer and peripherals.
- Regularly sits to perform work on the computer.
- Intermittent physical activity including bending, stooping, stretching, squatting, pushing, pulling, walking, standing, sitting, and lifting.
- Interacts with senior administrators, management staff and personnel, government agencies/personnel
- Auditory concentration is required to be alert when obtaining and interpret information.
- Visual concentration or alertness is required on a regular basis to ensure correct data processing.
- Repetition requiring alertness is constant when processing data entry.
- Interruptions and multiple time pressures/deadlines exist with a lack of control over work pace.
- Eye hand coordination and exact results and precision are constantly required when completing data entry of documentation.
- There is a requirement to wear safe footwear at all times.
- The likelihood of injury or illness resulting from hazards in the job is limited if safe work practices are followed.
- Driving/Travel is a requirement; must be willing to drive to locations in town (i.e.: banks).
- Occasional overtime as required, typically during audit season.

APPLICATION INSTRUCTIONS

Internal/External Closes: When filled. **Remuneration:** Rate offered to the successful incumbent is pending certification(s), skills, experiences, knowledge. *Preference may be given to qualified First Nation's applicants. 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 response.

* 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.