



Employment Opportunity
Accounts Payable Clerk
Closing Date: March 7th, 2024

General Description:

Under the supervision of the Director of Finance and Finance Analyst – Accounts Payable, the Accounts Payable Clerk is responsible providing financial, administrative, and clerical services for the finance department. This includes processing and monitoring expenditures, and payments, as well as maintaining a filing system for all financial documents. This ensures that the finances of Sipekne'katik are accurate and up to date, and vendors/suppliers are paid in a timely manner.

Responsibilities:

- Verify invoices and transactions comply with financial policies and procedures.
- Prepare, verify, and process invoices for payment.
- Prepare invoices for data entry into accounting system.
- Process vendor payments for disbursements.
- Maintaining mail log for all outgoing mail within Finance department.
- Maintaining updated vendor files including a binder for EFT information.
- Maintaining a filing system for all financial records including on- and off-site storage.
- Posting Monthly Visa Transactions.
- Vendor Account Reconciliations.
- Participate in Annual Christmas Bonus and other community disbursements.
- Report any fraud to Director of Finance.
- Posting Journal Entries as needed.
- Issuing POs as needed.
- Ensure confidentiality and privacy around all financial and employee files.
- Assisting with special projects and audit preparation.
- Other related duties as determined by the Financial Analyst -AP, Director of Finance, or EFO.

Qualifications and Education:

- Grade 12 education or equivalent
- Completion of /enrolled in Accounting Certificate program or 1 year work experience in accounting/finance department would be considered an asset.
- Knowledge of Indigenous and/or Mi'kmaw communities/organizations.
- A criminal records check is required. Having a criminal record is not a determinate factor.

Working Conditions:

- Normal work week is 35 hours/week, 7 hours/day.
- Work is completed in a comfortable office environment with an extensive amount of time sitting at a desk and using a computer.
- May be required to lift or move large binders, files, boxes, etc.
- Require high degree of concentration and attention to detail.
- Pressure to meet tight deadlines.

SIPEKNE'KATIK
522 Church Street
Indian Brook, NS
B0N 1W0

Tel: 902.758.2049
Fax: 902.758.2017



Benefits:

Salary: Based on qualifications and experience. This position comes with a competitive compensation package and a variety of benefits including health, dental, disability and life insurances, an employee & family assistance program and employer pension plan.

*This competition may be used to staff further job opportunities with Sipekne'katik

Human Resources Department

Email: employmentapplication@sipeknekatik.ca

Or

Mail/drop off: 522 Church Street, Indian Brook, NS B0N 1W0

*We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Band will not assume any expenses related to any job application process, included but not limited to travel, relocation, and application development. Please note certain positions come with mandatory employee benefits. **Only those applicants who qualify for an interview will be contacted.***