



# Kinooaadziwin Education Body

## ACCOUNTS PAYABLE CLERK

### Employment Opportunity *(contract term until March 31, 2023)*

#### SUMMARY

The Accounts Payable Clerk reports to the Finance Manager of the Kinooaadziwin Education Body (KEB) and is responsible for providing financial and administrative services that ensure effective, efficient, and accurate financial operations. The Accounts Payable Clerk must comply with the Generally Accepted Accounting Principles, the KEB Finance Policy, and other KEB policies that support financial administration.

#### DUTIES AND RESPONSIBILITIES

- The Accounts Payable Clerk manages the full accounts payable cycle for the KEB. This includes:
  - receiving and coding invoices;
  - matching purchase orders;
  - obtaining approvals from appropriate managers;
  - entering invoices into the accounting system; and
  - preparing payment requisitions.
- Ensure all accounts payable transactions adhere to KEB policies and procedures.
- Maintain precise records of vendor payments and communicate with vendors to confirm payment information and seek approvals, as needed.
- Monitor company credit card statements and support KEB employees with monthly credit card reconciliations.
- Review purchase requisitions to ensure budget codes are applied appropriately.
- Reconcile project spending with KEB staff and managers, as needed.
- Support the maintenance of the general ledger and ensure accurate data entry.
- Review and process all approved travel claims, and expense claims.
- Assist with the preparation of monthly and quarterly financial reports.
- Support the effective use and ongoing maintenance of the KEB's electronic financial software (Sage 300 Accounting); and
- Maintain accurate and organized electronic financial files, and hard-copy files where appropriate.
- Support the development of financial communications for KEB employees, the Participating First Nations, and other stakeholders, as requested by the Finance Manager.

#### OTHER DUTIES

As required by the Finance Manager and the Director of Education, the Accounts Payable Clerk will perform other duties that support the overall financial position of the KEB.

#### REQUIREMENTS

The position will require an individual who has successfully demonstrated the following characteristics.

- College diploma or certificate in Business Administration, Finance, Accounting, or a related field.
- Must have at least two (2) years of recent and successful financial employment experience within an office administration environment.
- Must be bondable.
- Experience with budget, accounting, and reporting systems.
- Strong working knowledge of Generally Accepted Accounting Principles and relevant employment legislation/regulations.
- Advanced proficiency with Sage 300 Accounting software, spreadsheet programs and other

financial applications is an asset.

- Familiarity with Indigenous financial management, GST/HST and Indigenous peoples rebates, and not-for-profit organizations.
- Membership with the Aboriginal Financial Officers Association is an asset.
- Knowledge of office administration and basic bookkeeping procedures.
- Knowledge of accounts payable, accounts receivable, and maintaining general ledgers.
- Effective attention to detail and a high degree of accuracy.
- Knowledge of payroll procedures and group benefit programs.
- Ability to maintain confidentiality concerning financial and employee files.
- Excellent interpersonal, analytical, and time management skills.
- Excellent written and verbal communications skills.
- High level of proficiency with Microsoft Office productivity suite.
- Dependability, flexibility, and adaptability to changing circumstances.
- Valid driver's licence and a satisfactory criminal records check.

### **HOURS OF WORK**

This a full-time term contract until March 31, 2023. The hours of employment will be Monday-Friday from 8:30 am to 4:30 pm. The nature of this position is such that some overtime with notice may be required on occasion and possibly work on weekends or during the evenings.

**LOCATION** The position is based out of the head office located on Nipissing First Nation. Remote work arrangements and hybrid work arrangements will be considered.

**SALARY** To commensurate with experience and education.

**CLOSING DATE** Applications will be accepted until 4:30 pm on Friday, August 5, 2022.

Please submit cover letter, resume, and three references to:

Andrea Crawford  
Senior Operations Manager  
Kinoomaadziwin Education Body  
Suite 100 - 132 Osprey Miikan  
North Bay, Ontario P1B 8G5  
705-477-4149  
[andrea.crawford@a-e-s.ca](mailto:andrea.crawford@a-e-s.ca)

Preference will be given to members of the Participating First Nations or those of First Nation ancestry.