



CREE NATION OF CHISASIBI
P.O. Box 150
Chisasibi, Quebec J0M 1E0

Tel.: (819) 855-2878 Fax: (819) 855-2875

JOB OPPORTUNITY

TITLE: **Accounts Payable Clerk – Replacement one (1) year**

CORE FUNCTION: Under the supervision of the Coordinator of Finance the Accounts Payable Clerk is responsible for processing of accounts payable transactions to ensure that finances are maintained in an effective, up-to-date, accurate manner and in concordance with CNC finance by law & CNC office policies and finance internal procedures.

MAIN DUTIES:

- Receive, verify, record and prepare incoming supplier invoices for payment according to CNC policies and procedures; (Obtains the necessary approval for service invoices and validates against contract requirements);
- Prepare, compile, file supporting documents of transactions: Electronic & manual (Cheques scanning, contracts, vendors reconciliations, unpaid invoices, EFT transfers, void cheques and vendors information)
- Prepare accounts payable schedules to monitor on hold amounts; special & capital projects vendors (construction companies);
- Verifies and/or calculates applicable taxes (GST, QST) and ensures proper accounting treatment. Prepare GST QST reports.
- Provide accurate information requested to internal and external user (supervisor auditors and other members of the finance team);
- Analyze and process expense reports and inform to his or her supervisor any inconsistency,
- Communicates effectively to suppliers and/or procurement staff, managers on any invoice discrepancies;



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- Perform periodic reconciliations (daily- monthly year-end) such as General ledger – subledger ; CNC vendors statements - CNC books;
- Ensures timely payment of all invoices to avoid late payment fees and optimize cash discounts;
- Perform other tasks assigned by immediate supervisor.

REQUIREMENTS:

- Completion of Secondary School;
- Intermediate experience in finance or accounts payable departments.
- Completion of College or other courses in accounting, bookkeeping and computer operation (Level of excel intermediate).
- Good team player, Multi task employee;
- Discrete, confidentiality;
- Experience working with integrated accounting software such as sage 300 it is strong plus;
- Comfortable working with cross-functional team;

EMPLOYMENT CONDITIONS:

- Replacement for 1 year – 35 hours a week;
- Must be willing to work overtime periodically and on weekends;
- Salary is dependent upon experience and qualifications

SALARY:

- Salary range minimum \$40,458.60 to maximum \$50,414.00

For more information on the job posting, please come to the CNC Administrative building or call at (819) 855-2878 ext. 361.

Please note: when submitting your resume, please include copies of all diplomas, certificates, valid driver's license and Indian status card. All applicants must agree to perform a criminal background check.



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Persons interested in this position are asked to forward their résumé/application within the prescribed deadline to the following:

Barbara Spencer
Director of Human Resources
Cree Nation of Chisasibi
P.O. Box 150
Chisasibi, Quebec
J0M 1E0

Or via email to: jobposting@chisasibi.ca

Posting Date: April 26, 2024
End of Posting: May 27, 2024

APPLICATIONS WILL NOT BE ACCEPTED AFTER 5 PM