



CREE NATION OF CHISASIBI
P.O. Box 150
Chisasibi, Quebec J0M 1E0
Tel.: (819) 855-2878 Fax: (819) 855-2875

EXTERNAL POSTING

JOB OPPORTUNITY

TITLE: ACCOUNTING CLERK (3 contractual positions)

DEPARTMENT: FINANCE

CORE FUNCTION: Under the direct Supervision of the Accounting Team Leader the Accounting Clerk provides essential financial and administrative support to the Finance Department of the Cree Nation of Chisasibi. The incumbent will be responsible for performing a variety of accounting functions, including accounts receivable, accounts payable, payroll processing, and purchasing support, to ensure accurate and timely financial management in compliance with organizational policies and procedures.

RESPONSIBILITIES:

Accounts Payable (A/P):

- Verify, code, and process invoices and expense claims.
- Ensure invoices are authorized and comply with contract and purchasing requirements.
- Reconcile vendor statements and resolve discrepancies.
- Process cheque runs and electronic payments while ensuring timely vendor payments.

Accounts Receivable (A/R):

- Record and monitor receivables, prepare invoices, and process deposits.
- Reconcile customer accounts and follow up on outstanding balances.
- Assist with collection activities as required.



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Payroll:

- Assist in preparing and processing bi-weekly payroll in compliance with labour standards and organizational policies.
- Verify employee timesheets, benefits, and deductions.
- Prepare payroll reports and maintain accurate payroll records.
- Respond to employee inquiries regarding payroll and benefits.

Purchasing & General Accounting:

- Support the procurement process by verifying purchase orders, contracts, and vendor information.
- Assist in preparing financial and statistical reports for management.
- Assist with audit preparation and respond to auditor inquiries.
- Maintain organized financial records and filing systems.
- Maintain a positive, customer focused image of the Cree Nation of Chisasibi and respond to user concerns, problems, or complaints in a timely manner.
- Will represent the **Cree Nation of Chisasibi** in a polite and professional manner when dealing with community members.
- May be required to provide assistance to other departments.
- Perform any other tasks as assigned by their immediate supervisor.

QUALIFICATIONS & REQUIREMENTS

- Completion of Secondary School
- Post-secondary diploma in accounting, bookkeeping, or business administration preferred.
- 2–3 years of related experience in accounts payable, accounts receivable, payroll, or purchasing.
- Proficiency with accounting software (AccPac/Sage preferred) and MS Office (Excel, Word, Outlook and Onedrive).



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- Strong organizational, analytical, and problem-solving skills.
- Ability to manage multiple priorities and meet deadlines.
- Strong interpersonal and communication skills (oral and written).
- High attention to detail and confidentiality.

EMPLOYMENT CONDITIONS

- Regular full-time on contract (35 hours/week) with a possibility of becoming permanent.
- Occasional overtime and weekend work may be required.
- Salary range: Min \$40,000 - max \$67,000 depending on qualifications and experience.

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.

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: October 3, 2025
End of Posting: October 20, 2025

APPLICATIONS WILL NOT BE ACCEPTED AFTER 5 PM