

NORTHERN NISHNWABE EDUCATION COUNCIL



EMPLOYMENT OPPORTUNITY

NNEC is non-profit educational organization. Under the direction of the Sioux Lookout District Chiefs, NNEC delivers secondary and post-secondary education programs and services for First Nations people. NNEC operates Pelican Falls First Nations High School, Pelican Falls Centre, Pelican Falls Wellness Centre, Dennis Franklin Cromarty High School, Wahsa Distance Education Centre, and has offices in Lac Seul (head office), Sioux Lookout, and Thunder Bay. NNEC welcome applications for the following position:

Accounts Payable Clerk – Sioux Lookout

The Accounts Payable Clerk provides technical support which includes purchase order, general payment processing, data input and filing. The Accounts Payable Clerk must have excellent data processing, mathematical, filing and interpersonal skills to perform duties accurately and efficiently with a minimum of supervision. This position will report to the Finance Officer or designate.

QUALIFICATIONS

1. Minimum Grade 12 education
2. Proven experience with computer databases and Sage 300 Accounting Software
3. Proven experience with filing systems
4. Exceptional organizational skills while paying attention to detail
5. Excellent communication skills both verbal and written
6. A cooperative attitude when working with First Nation People, the public and staff; fluency in Oji-Cree, Ojibwe or Cree an asset

Salary: Salary Level to commensurate with education and experience

NNEC thanks all applicants in advance however only those selected for an interview will be contacted. NNEC requires a Criminal Record Check and/or a Vulnerable Sector Check for all positions. These positions are open until filled.

Please submit your cover letter, resume and three references (with written permission for NNEC to contact them) to Human Resources, NNEC Head Office, fax (807) 582-3865 or by email to

humanresources@nec.on.ca