

NORTHERN NISHNWABE EDUCATION COUNCIL



EMPLOYMENT OPPORTUNITY

NNEC is a 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, Dennis Franklin Cromarty High School, Wahsa Distance Education Centre and has offices in Lac Seul (head office), Sioux Lookout and Thunder Bay. NNEC welcomes applications for the following position:

ACCOUNTS PAYABLE CLERK Sioux Lookout, ON

The Finance Department provides financial services to NNEC's programs and projects; the accuracy and timeliness of financial information affect decisions made by management. The Accounts Payable Clerk provides technical support which includes processing purchase orders, general payment processing, data input and filing. The Accounts Payable Clerk must have excellent data processing skills, and interpersonal skills to perform duties accurately and efficiently with a minimum of supervision. The Accounts Payable Clerk reports to the Finance Officer.

RESPONSIBILITIES:

1. Receive, review, code and process vendor invoices to ensure accuracy prior to payment
2. Verify invoices against purchase orders from various departments within the organization
3. Prepare and process cheque runs, electronic fund transfers (EFT's) and wire payments
4. Reconcile the accounts and work to resolve discrepancies
5. Maintain and ensure all vendor accounts are kept in good order and that the filing system is maintained and updated
6. Monitor all A/P to ensure payments are made in a timely fashion
7. Ensure compliance with company policies, accounting standards and tax regulations
8. Support internal and external audits as required
9. Always represent NNEC professionally to vendors and the public
10. Other duties as required

QUALIFICATIONS:

1. Certificate/Diploma in Accounting/Business Administration, or a minimum of 2 years of accounting experience.
2. Proficiency with computer databases **and** Sage 300 Accounting Software
3. Must have excellent communication skills both verbal and written
4. Excellent organizational skills and experience with filing systems
5. Ability to maintain confidentiality and handle sensitive financial information

6. Knowledge of Canadian GST/HST and Provincial tax requirements
7. A cooperative attitude when working with First Nation People, the public and staff
8. Fluency in fluency in Oji-Cree, Ojibwe or Cree an asset

SALARY \$54,600 to \$67,151

All staff are compensated 13 weeks of vacation either with vacation days, monetary compensation or a combination of both.

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. This advertisement is to fill a current vacancy and will remain 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