

BIG RIVER FIRST NATION

Box 519, Debden | Saskatchewan S0J 0S0

Telephone: (306) 724-4700 | Fax: (306) 724-2161



The Big River First Nation is searching for an Accounts Payable Clerk. The Accounts Payable (A/P) Clerk is directly responsible for performing data entry and related duties in disbursing non-payroll accounts payable to individuals, suppliers, corporations, and other entities. This includes maintaining ledgers, credit balances, and account irregularities. The A/P Clerk will also ensure the timely and accurate processing of payment documents such as purchase orders, travel reimbursements, stipends, and any other accounting transactions related to A/P management. This position involves diplomatic interaction to provide billing information and support in order to facilitate daily bank reconciliations.

Apply by: Open until filled

Reports to: CFO

Duties and Responsibilities:

- Collaborate with the Controller or Finance Manager to maintain collection goals and general A/P performance levels.
- Obtain approval for disbursements and ensure that expenditures do not exceed available cash.
- Prepare and fill out payments to third parties, whether by cash, check, credit, and other forms of payment.
- Audits purchase requests for materials, supplies, equipment, and other collateral; verifies that orders are charged to the proper accounts.
- Post and reconcile company payments to general ledgers.
- Review bills to the company for potential errors and/or discrepancies.
- Investigate and resolve billing discrepancies or misapplied cash transactions.
- Post A/P data to profit/loss reports, balance sheets, income statements, and other documentation.
- Review all credit balances, refunds, and adjustments, and apply adjustments and/or corrections to corporate billing records.
- Balance daily A/P batches; prepare and distribute payment reports and statistics to key personnel.
- Ensure the strict confidentiality and privacy of financial records as they relate to the organization and its business partners.
- Form payment strategies to make timely A/P payments and mitigate supplier objections.
- Investigate payment problems while following corporate A/P policies and procedures.

Qualifications:

- 1-year direct experience in an A/P capacity.
- Demonstrated ability to accurately calculate, post, correct, and manage accounting figures and financial records.
- Strong knowledge of payment regulations and fair credit practices.
- Must possess a high level of moral judgment for handling confidential information and monetary transactions.
- Experience in gathering data, compiling the proper information, and preparing financial reports.
- Able to perform moderate to complex account reconciliations.
- Strong diplomatic, negotiation, and conflict resolution skills in order to handle late payments and delinquent accounts.
- Basic knowledge of accounting systems, budgets, and internal controls.
- Advanced proficiency with Xyntax accounting software and spreadsheet programs and applications.
- Effective attention to detail and a high degree of accuracy.
- Strong work ethic and positive team attitude.
- Sound analytical thinking, planning, prioritization, and execution skills.
- Excellent teamwork and team building skills.
- Able to effectively communicate both verbally and in writing.
- Ability to speak and understand the Cree language is considered an asset;
- Must have a Valid Class 5 Drivers License
- Must successfully complete Criminal Records Check with Vulnerable Sector Search as well as comply with an annual Oath of Confidentiality Agreement;
- Fit for Duty Policy in effect.

To Apply:

Interested applicants can apply by submitting a resume with references to hr@brfn.ca, by Fax attn: Human Resources to (306) 724-2161. To apply in person, drop off resume and cover letter to the BRFN Band Office (306) 724-4700.

For more information, Please Contact;

Allison Lachance
Human Resources Manager
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