

SHOAL LAKE BAND NO. 40

P.O. Box 6, Kejick, ON P0X 1E0

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POSITION TITLE

Payables Clerk (Youth Position; ages 29 and younger)

POSITION SUMMARY

The Payables Clerk will be responsible for processing invoices/cheque requisitions, ensuring accuracy of payments, reconciling accounts, and maintaining records. The successful candidate will have excellent organizational skills, attention to detail, and the ability to work independently.

RESPONSIBILITIES

- Charge expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries
- Handle payments in an organized and timely manner
- Verify receipt of Purchase Order items and verify accuracy of invoice
- Obtain the necessary authorizations for cheques or payroll, if required
- Account for holdbacks (deductions from invoices and releases)
- Prepare batches of Invoices to enter into accounting system
- Maintain historical records of all invoices, reports, receipts, and cheques
- Communicate with external organizations and internal departments/programs as required
- Resolve discrepancies that may occasionally occur

OTHER DUTIES

- Other duties as assigned by finance director or Chief and Council

REQUIREMENTS

- Minimum Grade 12 or equivalent; previous field experience is considered an asset
- Successful candidate must be a youth aged 29 or younger
- Demonstrate understanding of payments, accounting, and budgeting
- Comfortable using a computer for various tasks beyond general accounting
- Possess strong ability to multitask in a fast paced environment

Deadline to apply: Open until Filled

If this opportunity interests you, please submit your resume with cover letter to the Shoal Lake 40 Band Office in person, or via email to human.resources@shoallake40.ca