



MARTEN FALLS FIRST NATION #65

Ogoki Post, Ontario P0T 2L0 Tel: (807) 349-2509 Fax: (807) 349-2511

Internal and External Job Posting

Position: Accounts Receivable and Accounts Payable Clerk (Full-Time)

Start Date: Immediately

Location: Thunder Bay

Posting Closing Date: Until filled

File#:

Reports To

The Accounts Receivable and Accounts Payable Clerk reports to and is under the direct supervision of the Director of Finance

Job Overview

The AP/AR Clerk is responsible for managing financial transactions, ensuring the accurate processing of invoices, payments, and receivables while maintaining compliance with financial policies, funding agreements, and Indigenous governance requirements.

Responsibilities and Duties

The duties include but are not limited to:

- Calculate, prepare and issue documents related to accounts such as bills, invoices, inventory reports, account statements and other financial statements using computerized and manual systems
- Code, total, batch, enter, verify and reconcile transactions such as accounts payable and receivable, payroll, purchase orders, cheques, invoices, EFT, cheque requisitions, and bank statements in a ledger or computer system
- Compile budget data and documents based on estimated revenues and expenses and previous budgets
- Prepare period or cost statements or reports
- Calculate costs of materials, overhead and other expenses based on estimates, quotations, and price lists
- Work closely with program managers and funding agencies to ensure proper documentation of incoming funds.
- Respond to customer inquiries, maintain good customer relations and solve problems
- Perform related clerical duties, such as word processing, maintaining filing and record systems, faxing and photocopying.
- Provide support during audits by preparing relevant financial records.
- Assist in month-end and year-end closing processes.
- Support the Director of Finance in administrative and financial tasks.
- Perform other duties as assigned.

Qualifications

- Diploma in Accounting, Finance, Business Administration, or a related field.
- 2+ years of experience in AP/AR, preferably in a First Nation organization or non-profit sector.
- Knowledge of Indigenous funding structures, financial agreements, and governance is an asset.
- Proficiency in accounting software (e.g., Sage Intacct) and Microsoft Office.
- Ability to work independently and manage deadlines effectively.
- A current vulnerable sector check or criminal record check.

Confidential Information provided by applicants is used for the purposes of this competition only and is protected in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

Marten Falls First Nation thanks all applicants for making known their interest in the position. Only those applicants who have been selected for an interview are contacted.

- Proficiency in the Marten Falls First Nation language an asset.

Compensation

- Salary is based on experience and education.
- Salary is negotiable.
- Extended Health care
- Paid Time off
- Dental coverage

Human Resources Manager
Stella Idogho, RPR
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