



## Job Posting

**Position:** Accounts Payable Clerk

**Term:** 32 hours per week – up to 40 hours per week during audit

**Start date:** Open until Filled.

**Wage:** Commensurate with experience, as per salary range for Grade 4 level in UNB Personnel Policy (\$19-\$25/hour)

**Reports to:** CFO

**Scope:** This position is to ensure the Accounts Payable and associated functions are provided in compliance with the Upper Nicola Financial Administration Law and good accounting practices. The Accounts Payable Clerk will be responsible for the day-to-day financial activities, payables management, receivables management, and month-end activities.

### Key Responsibilities:

- Sort invoices, forward to department managers for coding, recommend coding changes based on source documents, and initiate inquiries; undertake data entry and process payments; review transactions to ensure they are complete and accurate.
- Process cheques for mailing in a timely manner and ensure all supporting documents and authorizations are present for supplier invoices.
- Maintain and update accounting records by performing duties such as recording and posting transactions in journals and the general ledger and reconciling statements.
- Organize and file vendor invoices and associate documents. Maintain confidential filing.
- Assist with month end processes including reconciliation of balance sheet accounts.
- Prepare and administer sales tax filings.
- Assist with financial statement audit including pulling files, copying documentation, etc.
- Assist the CFO with Accounts Payable, including printing invoices and filing.
- Provide supporting services in the absence of the other finance staff including the payroll clerk and accounts receivable clerk.
- Comply with applicable legislation and UNB policies and procedures including the Financial Administration Law.
- Other appropriate duties as required and delegated by the Chief Financial Officer

### Qualifications/Experience/Knowledge/Skills/Abilities

- Completion of Grade 12 is required.
- Completion of a bookkeeping or accounting course is required.
- Minimum of two years experience in a financial clerk position is preferred.
- Knowledge of Xyntax accounting software or be willing to be trained.
- Knowledge of general accounting procedures and proficient in data entry and possess high-level bookkeeping skills.
- High organization skills, communication skills, both written and oral, possess good judgment, tact, and strong interpersonal skills and demonstrate initiative.
- Must be willing to maintain confidentiality.
- Must be willing to undertake training and refresher courses to maintain good practice.
- Must be able to relay information in a calm, polite, respectful, and accurate manner.
- Unrestricted Canadian Driver's Licence and reliable vehicle is required.
- Criminal record check is required.

Open until closed. Send cover letter and resume via hand delivery, mail, e-mail to:

**Human Resources,**

Upper Nicola Band – General Delivery, Douglas Lake, BC, V0E 1S0

[hr@uppernicola.com](mailto:hr@uppernicola.com)

**Upper Nicola Band thanks all applicants. However, only those short-listed for an interview will be contacted.**