

Gitxaala Nation
Accounts Payable Clerk



Job Description

Gitxaala Nation		Last update of this job description: May 2024	
Position Title: Accounts Payable Clerk			
Department: Finance	Number of Direct Reports: Nil	Supervisor Title: Director of Finance	
<p>Position Overview:</p> <p>The Accounts Payable Clerk is responsible for providing financial and administrative support in maintaining accounting duties involving invoices and bills of the Nation. Reporting directly to the Director of Finance (DoF), the main responsibilities of the Accounts Payable Clerk include receiving and processing invoices, assisting in the reconciliation of accounts, and paying or receiving payments from vendors and customers.</p> <p>General duties include:</p> <p>Financial Management</p> <ul style="list-style-type: none"> Review and understand financial statements and reports including resolving accounts payable and/or accounts receivable issues with customers, vendors, and internal stakeholders. Review and understand the Gitxaala Nation Financial Administration Law. <p>Operations</p> <ul style="list-style-type: none"> Perform various financial activities such as journal entries, accounts payable, coding and entering invoices, posting and reconciling batches, as well as updating and reconciling ledgers. Process outgoing payments in compliance with financial policies and procedures. Verify own and provide support to check accuracy of other data sources. Follow established policies, laws and procedures. Adhere to the established schedules and deadlines. Report any potential discrepancies or issues to the supervisor. <p>Relationship Building and Teamwork</p> <ul style="list-style-type: none"> Establish and foster strong working relationships within and external to the Nation. Maintain composure and perspective in difficult situations and in managing conflict. Provide support to team members as may be requested or when time permits. Work collaboratively with the Directors and Managers under demanding timelines. 			

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Professional Engagement

- Handle inquiries and requests for information in a respectful, professional and client-centric manner.
- Perform other duties and responsibilities as necessary in the performance of the position and as assigned by Supervisor.

Knowledge, Skills, and Abilities:

- Practice confidentiality.
- Understand financial compliance, rules, laws, procedures, and policies including expense accounts, accounts payable, and accounts receivable.
- Maintain knowledge of privacy legislation and policies.
- Knowledge of accounting software/systems including Sage 300 and AIS.
- Strong attention to detail and accuracy.
- Prepare various materials and reports using MS Office products (Word, Excel, PowerPoint, Outlook, Teams).
- Understand and promote Gitxaala Nation's culture, language, and values including the Sm'algyax culture.
- Demonstrate an understanding of and ability to integrate Gitxaala Nation cultural principles, protocols and values into service delivery.
- Knowledge and understanding of the Gitxaala Nation Strategic Plan and Terms of Reference for each Department.
- Possess the ability to work with vulnerable persons.

Experience and Education Requirements:

- Accounting Training or certification, or equivalent combination of training and experience required.
- The Administrative Assistant Diploma is considered as an asset.

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Environmental Conditions:

Physical Effort:

- This position requires prolonged sitting and working at a computer.

Physical Environment:

- Duties for this position are typically performed indoors and in open setting.

Sensory and Mental Attention:

- This position is at times in a busy environment subject to regular distractions by external and internal persons making urgent and non-urgent requests. The position also requires extensive concentration for data analysis and verification. At times, this position also has to handle difficult and demanding personal interactions.

Other Requirements:

- Follow all Gitxaala Nation Policies and Procedures and display a commitment to the values and culture of the Gitxaala Nation.
- Ability to successfully and periodically undergo an appropriate criminal records review or police record check is required.

Employee's Statement

I have been given the opportunity to read and comment on the content of this work description.

Name of Employee

Signature

Date

Supervisor's Statement

This job description accurately describes the responsibilities assigned to this position.

Name of Supervisor

Signature

Date