

Job Description

POSITION:	Accounts Payable Clerk
ACCOUNTABILITY:	Accounting Manager
CLASSIFICATION:	Full-time
DATE APPROVED:	July 30, 2024

JOB PURPOSE

The Accounts Payable Clerk is responsible to ensure the accuracy and timelines of both internal and external payments as well as the daily administration and management of the Agency’s procure-to-pay process. The Accounts Payable Clerk provides essential accounting support by processing and completing accounts payable tasks. The Accounts Payable Clerk is also responsible for understanding the general ledger and data requirements of the Agency. The Accounts Payable Clerk functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of the Nogdawindamin Family and Community Services and contributes to the accomplishment of the strategic priorities.

KEY JOB FUNCTIONS

Accounts Payable:

Ensure accounts are paid following Generally Accepted Accounting Principles and finance policies and procedures.

- Review and process purchase orders requests and send to vendors;
- Cultivate relationships with vendors and suppliers by ensuring timely payments and fostering effective communication channels;
- Conduct thorough review, coding, and processing of vendor invoices and staff expenses, ensuring precision in financial transactions;
- Perform data entry tasks associated with accounts payable to maintain accurate records;
- Address and reconcile any discrepancies in invoices in a timely manner to ensure financial accuracy;
- Develop expert knowledge of the DocLink document management system and the Sage Accounts Payable Module;
- Proactively investigate and resolve any irregularities in outgoing payments, maintaining financial integrity;
- Prepare payment requisitions for appropriate approval;
- Verify that transactions comply with financial policies and procedures;
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- Provide support and guidance to staff regarding finance policies and procedures.

Relationship and Team Building:

Work collaboratively and cooperatively at all levels.

- Demonstrate behaviors, actions and attitudes that are consistent with Agency vision, mission and values;
- Ensure appropriate communication and consultation with Supervisor at appropriate times;
- Ensure effective and professional communications with all internal and external stakeholders;
- Share information according to privacy and/or confidentiality guidelines;
- Work respectfully, positively, professionally and collaboratively with team members.

Cultural Competency

Participate in cultural activities within the agency.

- Follow the Seven Grandfather teachings as it relates to the position in line with the vision and mission of the Agency;
- Actively attend and participate in regular Anishinaabe Aadziwin cultural training and/or activities provided by the Agency;
- Ensure appropriate cultural opening when coordinating meetings both within the agency, for clients, families, communities and other collaterals;
- Actively seek guidance from cultural staff how to incorporate culture into the position or how to work from a cultural perspective;
- Engage in learning and incorporating Anishinaabemowin language within the position.

Administration and Reporting:

Complete administrative functions and reports, and adhere to Agency policies, procedures, and relevant practices.

- Ensure submissions of reports are completed and reviewed;
- Prepare reports, statistics, briefing notes and correspondence as required;
- Develop and maintain an individual detailed work plan of activities;
- Ensure confidentiality and safekeeping of all Agency documents and records;
- Develop and maintain accurate, up-to-date and concise work files;
- Work in compliance with the Occupational Health and Safety Act and any other relevant legislation;
- Prepare and submit monthly reports and travel expense claims and maintain attendance records;
- Follow Agency human resources, finance and other policies and procedures in the performance of duties.

Other Duties

- Act in accordance with agency Code of Ethics and maintain confidentiality at all times to protect the privacy of Agency staff, families and communities;
- Participate in internal or external committees as required or assigned;
- Perform additional related duties in accordance with job responsibilities and department objectives;
- Participate in training, cultural events and other mandatory training as required;
- Other duties as required or assigned.

QUALIFICATIONS

Minimum Education

- Diploma in Accounting or Business Administration field

Minimum Experience

- Two (2) years' experience in accounting working with Sage Accpac Software
- Equivalent combination of education and experience may be considered

Knowledge Requirements

- Knowledge of Nogdawindamin programs and services
- Knowledge of Generally Accepted Accounting Principles
- Knowledge of North Shore First Nations

Special Skills

- Excellent organizational skills
- Excellent problem solving and analytical skills
- Excellent oral and written communication skills
- Excellent time management skills
- Excellent computer skills with MS Office software and Sage Accpac software
- Ability to attend to detail
- Ability to take initiative and work independently
- Ability to work within a team environment
- Ability to meet deadlines
- Ability to adapt to change
- Ability to work in a fast-paced environment
- Ability to work with confidential and sensitive information

Other Requirements

- Respect for, sensitivity towards as well as knowledge and understanding of Anishnaabek culture, traditions and the Seven Grandfather Teachings.
- Ability to understand and speak Anishinaabemowin is a definite asset;
- Must provide a Police Records Check deemed satisfactory by the employer;
- Must have a Class 'G' Ontario Driver's License, access to a vehicle and the ability to travel;
- Must have \$1M automobile insurance coverage.

WORK SITE LOCATION

Location to be determined.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this job, the Accounts Payable Clerk will typically be in an office setting. The Accounts Payable Clerk is frequently required to operate a computer, file and retrieve written documents, and work overtime when required. The physical demands include, but are not limited to, standing, sitting, walking, lifting, carrying, reaching, handling, kneeling, crouching and bending.

Accounting positions can be mentally challenging. As a result, this position is more mentally challenging than physically challenging. There will be extended periods of sitting required when performing administrative tasks and while attending meetings.

Non-physical demands include a work environment where the noise level is usually quiet to moderate, but may be loud on occasion. The nature of the position may expose the Accounts Payable Clerk to moderate levels of tension when dealing with financial issues. The level of tension is usually moderate, with high levels of tension occurring occasionally.

Given the traditional practices of Indigenous people, from time to time exposure to smoke from the burning of sacred medicines; tobacco, sweet grass, sage or cedar, may occur.

TECHNOLOGY & EQUIPMENT

Computer, photocopier, telephone, fax machine and adding machine.

SUPERVISORY RESPONSIBILITY

The position is not required to supervise any staff.

KEY RELATIONSHIPS

Internal

The position requires interaction with the Accounting Manager, Director of Finance, Senior Financial Analyst, Accounting Specialist, Payroll Specialist, co-workers and other staff.

External

The Accounts Payable Clerk will interact with banking institutions, the audit firm, vendors, government departments and other agencies.

DISCLAIMER

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an employment contract. The above job description is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Additional duties may be assigned. Nogdawindamin Family and Community Services reserves the right to modify job duties or the job description at any time.

SIGNATURE

This is to acknowledge that I have received a copy of this job description and understand its contents.

Signature of Employee

Date