



Siksika Family Services Corporation
Finance Department
Accounts Payable Clerk - PFT
Open until suitable candidate found



General Statement of position: The Accounts Payable Clerk is responsible for performing accounting and clerical tasks related to the efficient maintenance and processing of accounts payable transactions. This includes a variety of accounting, financial and clerical duties assigned.

SUPERVISION RECEIVED: The Accounts Payable Clerk works under the direction of the Senior Accountant and reports directly to the Senior Accountant.

DUTIES & RESPONSIBILITIES:

- Review invoices and cheque requests. Sort and match invoices and cheque requests.
- Set up invoices in accounting system for payment.
- Reconciliation of payments (matching invoice with cheques).
- Monitor accounts to ensure payments are up to date.
- Complete vendor file maintenance.
- Assist with implementing/maintaining internal financial controls and procedures.
- Communicate with clients and vendors, as required.
- Prepare monthly accruals
- Complete other related duties as assigned by the Finance Controller or Finance Manager.

MINIMUM QUALIFICATIONS:

- Knowledge of accounting principles and procedures.
- Ability and skill required in numeric and accurate calculations.
- Knowledge of a variety of filing systems.
- Proficient in data entry and data management.
- Possess knowledge of Aboriginal or Siksika Culture, language, and history.
- Ability to speak Blackfoot will be considered an asset.

EDUCATION AND EXPERIENCE: Basic Accounting Certificate or enrolment in an Accounting Certificate or Diploma program.

Resumes and cover letters should be emailed to familyserviceshrm@siksikafamilyservices.com before 11:00 pm of the posting closing date. **PLEASE QUOTE** posting # **063-2021**

IMPORTANT: All applications *must* include the following:

1. Degree/Diploma/Certificates and/or other pertinent related documents.
2. Clear Criminal Record and Child Intervention Check.
3. Copy of Drivers License

The Siksika Family Services (SFS) COVID 19 Vaccination Policy requires all employees to provide SFS Human Resources with proof of all vaccination. **Please Note: Only complete applications will be considered.** SFSC wished to thank all applicants and advise that only those candidates selected for an interview will be contacted.