

Employment Opportunities



Position: Accounts Payable Clerk
Service Area: Siksika Treasury
Location: Siksika Nation
Salary: Based on Education and Experience
Date Posted: November 10, 2023
Closing Date: November 24, 2023
Competition Number: STAPC-01-11-10-23

POSITION SUMMARY:

The Accounts Payable Clerk is responsible for performing a range of accounting and clerical tasks related to the accounts payable function. This generally includes receiving, processing, and verifying invoices, tracking, and recording purchase orders, and processing payments for the Siksika Treasury Administration.

DUTIES & RESPONSIBILITIES: *Duties include but are not limited to:*

- Ensuring that all invoices have been properly approved.
- Reviewing all cheque vouchers and confirming that vendor code, payment amount, GL code and dates are correct.
- Prepare and perform check runs.
- Reconcile the accounts payable subledger to ensure that all bills and payments are accounted for and properly posted.
- Establish a schedule for payment of monthly expenses.
- Verify and investigate discrepancies, if any, by reconciling vendor accounts and monthly vendor statements.
- Provide supporting documentation for audits.
- Maintain confidentiality of organizational information.

MINIMUM QUALIFICATIONS:

Required Knowledge, Skills, and Abilities

- Familiar with Xyntax and Great Plains Dynamics.
- Strong attention to detail and accuracy.
- Ability to complete a high volume of work within deadlines.
- Excellent organizational and time management skills
- Effective communication and interpersonal skills and must be a team player.
- Must be able to remain composed while working in a fast-paced and stressful environment.

Education and Experience

- Grade 12 High School Diploma or GED equivalent required.
- Two (2) years' experience in accounts payable required.

Other:

- Criminal Records Check
- Requires general knowledge of the Siksika Nation culture and some ability to communicate in the Siksika language.

EMAIL recruitment@siksikanation.com To Apply, Receive a Job Description or Employment Application form.
CALL 403-734-5567 or 403-734-5579 to learn more.
WEBSITE www.siksikanation.com

Position will be filled based on requirements and candidate qualifications. Priority: Siksika Members, Indigenous Community, then others.