



Dnaagdawenmag Binnoojiyyag
CHILD & FAMILY SERVICES

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517 Hiawatha Line
Hiawatha First Nation, ON
K9J 0E6

Employment Opportunity Accounts Payable Clerk

Purpose of the Position:

Reporting to the Finance Manager, the Accounts Payable Clerk is responsible for assisting the Finance Manager in all aspects of the operations of the finance department. Responsibilities will include data entry and processing of accounts payable; ensuring all financial policies and procedures are adhered to; the monitoring of annual budgets and for any other duties that may be assigned by the Finance Manager.

Responsibilities:

1. Accounts Payable

- Administers various source documents, which initiate the cheque preparation process. (i.e supplier and service provider invoices, staff mileage and expense claims, etc.)
- Checks for accuracy and appropriateness of all source documents. Calculates payments based on current approved rates and allowance guidelines. Ensures that appropriate approval has been obtained. Follows up and resolves any apparent discrepancies.
- Inputs payment information into computer, runs edit, and corrects information as required, ensuring that manual batch control total equals the computer generated control total.
- Generates cheques/EFT uploads after ensuring all information is complete and accurate.
- Ensures that all agreements with clients, parents, vendors and/or service providers are up to date, complete and approved, and the payments are made accordingly.
- Processes OPR board and expense payments ensuring accuracy prior to distribution and maintain OPR cost sheet/ other required reports. Processes ECM, independent living and other allowances with regard to established agreements, guidelines and approvals.
- Prepare lexpense through the Oracle system
- Prepares immediate/emergency cheques/EFT uploads after ensuring requests are appropriate and properly authorized.
- Completes all filing as required.

2. Administrative

- Ensure all cheques are endorsed by authorized signatories.
- Prepare purchase orders for signature by authorized signatories.

- Review and verify travel claims.
- Reconcile travel advances with travel claims.
- Maintain a filing system for all financial documents.
- Ensure the confidentiality and security of all financial files.
- Assist with the completion of monthly bank reconciliations.
- Assists with the development of the financial component of proposals for the implementation of programs of service that are required to address identified and substantiated needs of children, youth and their families.
- Consults with the Finance Manager to help address any contentious financial management issues.
- Assists in the completion of required government reports and filing requirements as needed.
- Assists in the annual audit process.
- Assists with the development and implementation of finance policies and procedures.
- Ensures positive working relationships between DBCFS, other First Nation partners and relevant external agencies.

Other Duties:

- Ensures the effective implementation of other duties as determined by the Finance Manager.

Preferred Requirements:

The successful applicant should have:

- a post-secondary diploma or degree in accounting or a related field **OR** a high school diploma with relevant training and experience
- a minimum of 2 years of experience in a finance role
- strong working knowledge of CPIN/ORACLE would be an asset
- strong working knowledge of Sage 300 (AccPac) would be an asset
- demonstrated ability to pay attention to detail
- individual must be bondable
- driver's License, Insurance and acceptable Driver's Abstract;

Knowledge Requirements:

The successful applicant will:

- be familiar with the financial requirements associated with federal and provincial funding of transfer payment agencies
- be thoroughly familiar with the implementation and use of Financial Management Policies
- have general knowledge of accounts payable, accounts receivable, and maintaining general ledgers
- have knowledge and high level of accuracy in preparing and entering information
- awareness of Generally Accepted Accounting Principles (GAAP)
- have a solid background in the use of computers and accounting, spreadsheet and document software

Ability Requirements:

The successful applicant(s) will demonstrate the ability to:

- relate effectively to staff and management as a diplomatic and flexible team player
- work effectively with the management and staff of other programs/agencies
- effectively manage routine financial transactions
- communicate effectively verbally and in writing
- work flexible hours as required
- provide an acceptable CPIC and VPSS

Starting Salary: \$44,500.00 - \$51,116.00 based on qualifications and experience

Closing Date:

January 11th, 2019 at 4:30pm.

Only those selected will be contacted for an interview.

For Application to be considered please submit:

- Application for Employment - available at www.binnoojiiyag.ca
- Cover letter and Resume
- 3 work related references

Cheryl Benstead, Recruiting and Training Coordinator
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Hiawatha First Nation, ON K9J 0E6
Fax: 705-295-7137
Email: careers@binnoojiiyag.ca

Notes:

1. Persons of Aboriginal ancestry and members of DBCFS First Nations are encouraged to apply.
2. For a full job description and any questions please email: careers@binnoojiiyag.ca