



Job Title: Accounting Clerk	Supervisor: Finance Director
Department: Finance	Job Grade: Accounting/Clerical
Closing Date: February 23, 2024 Send CV and application to <a href="mailto:susanmcewen@nanwakolas.com">susanmcewen@nanwakolas.com</a>	

### Position Overview

**As an Accounting Clerk with Nanwakolas Council, the successful candidate will be responsible for performing data entry and related duties in processing and disbursing accounts payable to individuals, suppliers, corporations, and other entities, and assisting in accounts receivable and other accounting clerical duties as required.**

### Accounting Clerk Job Functions and Expectations

- Processing of payments and invoices, travel submissions, stipends, and other accounts payable transactions
- Obtaining approval for disbursements and ensuring that expenditures are correctly coded and processed
- Preparing and filing out payments to third parties, whether by EFT, Cheque or Credit
- Reviewing invoices to Nanwakolas Council for potential errors and/or discrepancies
- Investigating and resolving billing discrepancies or misallocated expenses
- Reviewing all credit balances, refunds, and adjustments in Accounts Payable
- Reconciling supplier and credit card accounts
- Ensure all filing is up to date and processed accurately
- Familiarity with chart of accounts, departments, and projects
- Familiarity with the Travel Policy and the processing of travel claims
- Assisting with other accounting duties as required
- Taking direction from the Executive Director and the Finance Director

### Essential requirements

- Organizational skills and patience

- Post Secondary qualifications in Accounting, Business or Equivalent
- Good understanding of bookkeeping
- Minimum two years working in a bookkeeping position
- All aspects of this position require a professional and pleasant attitude when dealing with all of our constituents, including Board Members, employees, member First Nations, and visitors
- Sage Accounting Experience
- Excel & Word experience and computer literacy
- Multitasking experience
- Effective oral and written communication skills
- Attention to detail
- Planning and organizing skills
- Time management skills
- Reliability
- Driver's licence.

#### **Other Desirable Attributes**

- Personable
- Aptitude for learning new computer programs
- Team player.

Salary Range dependent on experience.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.