



Fort Nelson First Nation

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INTERNAL/EXTERNAL POSTING

Job Title:	Accounts Receivable Clerk (Clerk IV)	Posting #:	22-2024
Department:	Finance	Grade:	4 L1
Location:	On Reserve; Office at 2022 Kennay Yah Rd	FTE:	1.0
Supervisor:	Finance Manager	Hourly Rate:	\$26.70-\$29.25
Key Areas:	Data entry and processing, filing, reporting, manage relationships with internal/external stakeholders	First Posted:	2024-05-09
Effective Date:	Immediate, full time permanent	Closes:	2024-07-21

Job Scope

Reporting to the Finance Manager, and working collaboratively with internal staff and external stakeholders, the Accounts Receivable (AR) Clerk will support finance tasks related to accounts receivable processing and reporting. As a member of the Finance team, this employee will enthusiastically embrace and support the needs of the finance department, and employer, by delivering positive customer service to all co-workers, and by working collaboratively with other departments.

As the employee responsible for Accounts Receivables, this individual is responsible to plan, and administer A/R accounting systems and prepare financial information and reports for the employer. Routine examination of accounting records and preparation of reports require accurate receipting, recording, reconciling, and preparation of deposits, ensuring information in the finance system is accurate, complete and up to date. Internal control procedures are applied in the collection and documentation of invoicing data to ensure timely source transactions for generating invoices.

Candidate Profile

The Accounts Receivable Clerk is a professional, ethical and responsible individual who ensures confidentiality of information, and adheres to policies and procedures, and works with other staff to form a positive and supportive team atmosphere. The AR Clerk has good interpersonal skills including good listening skills to listen to requests for information and to ask questions to gather all necessary information ensuring understanding for accurate processing of requests. The AR Clerk has good written and verbal communication skills and communicates with any employee or senior staff member from any department, and occasionally communicates with and assists community members and is responsible for exercising sound judgment within policy guidelines.

Preferred Qualifications

Experience:

- Three to four (3-4) years' experience performing AR duties.
- Experience working with Sage 300 ERP in A/R
- Experience with GAAP and accounting standards
- Experience working with regulations governing work
- Experience working with privacy protected information
- Experience with filing systems and record keeping



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Knowledge:

- Mature individual with a minimum grade 12 high school diploma; supplemented by completion of college or other courses in accounting, bookkeeping

Skills & Abilities:

- Good documentation skills (includes business documentation)
- Good interpersonal skills and ability to interact well with employees and agencies/regulators
- Good organizational skills and able to handle competing priorities and meet deadlines; will benefit from a high degree of resourcefulness, flexibility, and adaptability
- Good communication skills (written and oral); ability to listen to understand and ask questions for clarification
- Proficient computer skills and ability to use MS Office and Google Workspace™ applications.

Other (required):

- Compliance with BC Immunization program, TB Screening, and FNFN's COVID-19 vaccination policy.
- Satisfactory completion of a police information check.
- Ability to provide own transportation to work.
- Valid BC Driver's License and Drivers Abstract.

Optional:

The following are considered assets:

- Ability to speak Dene and/or Cree.
- Other certificates such as: WHMIS, First Aid.
- Google™ drive, calendar, forms and other Google™ products.

Work Conditions

This work takes place Monday to Friday, 8:30 a.m. – 4:30 p.m., excluding holidays. The majority of work occurs at a desk using desktop peripherals. There is a requirement to follow all safe work practices. There is an increased scheduled workload during audit season (April-June/July). Driving/travel is a requirement; must be willing to drive to locations in town to run errands related to the department (i.e.: banks).

Compensation

Remuneration: Competitive hourly wage, 35-hour standard work week, comprehensive benefits (health/dental, insurances, weekly indemnities), pension, and 3 weeks vacation. Rate offered to the successful applicant is pending certification(s), experience, knowledge, skills, abilities and other attributes.

Lifestyle: This unique work opportunity offers a life experience in one of the most beautiful and affordable places to live in Canada. Fort Nelson is a regional municipality with year-round indoor and outdoor recreation and cultural activities. Explore the 'Serengeti of the North' in our super natural Northern Rockies, British Columbia!



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Application Instructions

Closes: July 21, 2024 at 11:59 p.m. *Preference may be given to qualified First Nation's applicants. Kindly forward your cover letter and resume to: recruitment@fnnation.ca

We thank all individuals for applying, but only those applicants whose applications clearly demonstrate meeting all of the requested minimum requirements will receive a reply. * Constitution Act, 1982 [Section 35]; Canadian Charter of Rights and Freedoms [Section 15(1)]; Canadian Human Rights Act [Section 16(1)]; Employment Equity Act [Section 5(a), 10(b)]; Declaration on the Rights of Indigenous Peoples [Article 22]; ILO Convention 169 on Indigenous and Tribal Peoples in Independent Countries.