

CHAMPAGNE AND AISHIHIK FIRST NATIONS

Identification: Accounts Payable Clerk

Department: Finance

Supervisor: Finance Manager

Date: October 31, 2019

Wage Level: 6

Status: Term Full-Time

A. **Job Summary:**

Under the direction of the Finance Manager, The Accounts Payable (A/P) Clerk is directly responsible for performing all accounts payable functions, including disbursing non-payroll accounts payable to individuals, suppliers, corporations, and other entities. This position maintains ledgers, credit balances, and account irregularities. The A/P Clerk will also ensure the timely and accurate processing of payment documents such as purchase orders, travel reimbursements, stipends, and any other accounting transactions related to Accounts Payable management and performs other related duties.

B. **Main Duties:**

1. Performs the accounts payable function by:
 - ensuring that appropriate approvals are obtained from Directors for individual departments, and from the Director of Finance;
 - processing invoices for payment by matching purchase orders with invoices, ensuring approvals and extensions are correct, and that policies of CAFN are being adhered to;
 - ensuring cheque runs are done on a timely, consistent basis, in accordance with policy;
 - running cheque batches for post-secondary students and elders on a monthly basis or as requested;
 - ensuring CRA payments and source deductions are processed in a timely manner;
 - ensuring the accuracy of batch totals and the accuracy of output;
 - verifying Aboriginal Information System (AIS) data exported from Departments and inputting into SAGE;
 - ensuring Federal labour laws and Revenue Canada guidelines are being followed for contractors as well as employees;
 - processing regular accounts payable runs;
 - processing travel claims and cheque requisitions on a regular basis;
 - consolidating and posting Accounts Payable to the general ledger;
 - responding to enquiries about accounts from vendors and ensuring accuracy by batching and checking input with output and maintaining batch logs and reconcile transactions of all accounts payable;
 - maintaining monthly computer reports for the audit trail;

- printing out general ledger and financial statements for departments as requested;
 - maintaining financial filing systems and ledgers; and
 - completing and processing T4s and T4As as required.
2. Performs other duties such as:
- filling in for other finance staff when requested;
 - assisting in annual audit preparation;
 - cross training in payroll and accounts receivable;
 - reconciling various payables, and control clear accounts, balance sheet accounts and other accounts as assigned;
 - assisting in preparation of reporting requirements for GST rebates;
 - assisting with circulating monthly financial statements to CAFN program managers, directors and funding agencies;
 - assisting with entering annual approved budgets accurately in the accounting system, as required
 - assisting with printing out budgets for departments as requested.

C. Job Knowledge and Skills:

Education and Experience:

Post-secondary diploma or certificate in accounting, finance, or business administration combined with experience using Microsoft Office and computerized accounting such as SAGE Accounts Payable/Receivables, payroll, and General Ledger. An equivalent combination of education, training and/or work experience will be considered.

Job Knowledge:

- Knowledge of CAFN history, culture, demographics, goals and aspirations
- Knowledge of generally accepted accounting principles
- Knowledge of computerized accounting programs such as SAGE and Payroll
- Knowledge of legislation, policies and procedures such as Federal labour laws, Human Rights Act, and Employment Standards Act

Specific Skills:

- Computer skills, including Microsoft Office with strong excel skills
- Ability to use accounting programs such as SAGE, Payroll, Electronic Banking
- Ability to use office equipment like calculators, photocopiers, fax machine, printers
- Attention to detail and accuracy
- Ability to meet deadlines, both critical and ad hoc, and handle heavy workloads
- Ability to organize and prioritize tasks
- Ability to problem solve
- Ability to train students and other trainees

Interpersonal Skills:

- Ability to exercise tact and diplomacy when providing billing information and support in order to facilitate daily reconciliations

- Ability to work independently and in a team environment
- Good communication skills, both orally and in writing
- Able to resolve conflicts while maintaining confidentiality
- Strong decision-making skills including good judgment

D. **Decision Making:**

This position receives direction from the Finance Manager. Schedules and coordination for this position are determined by the Director of Finance. Established policies and financial procedures guide this position in day-to-day tasks. Problems are recurring in nature and can be referred to the Finance Manager for resolution.

E. **Impact/Accountability:**

The incumbent is accountable for the timely processing of accounts receivable and all monies owed to the First Nation. The incumbent ensures that management is aware of all outstanding receivables and that a plan to recover outstanding receivables is implemented. This position affects the day-to-day operations and CAFN cash flow. Accountable for the quality of accounting and administrative controls and procedures, accuracy and timeliness of financial information, organization of daily activities including effectiveness of task prioritization and scheduling. The expected end results of the position are the effective delivery of accounting/financial and administrative services and maintenance of financial records that are accurate, timely and in compliance with relevant regulation, policies, procedures and legislation.

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The timeliness of paying accounts is the responsibility of the incumbent. Late payments of invoices impact CAFN's standing with various suppliers and vendors as well as the cost of interest expenses. The position contributes to the smooth operations of the department by ensuring data is accurate and is entered within specified deadlines.

F. **Positions Supervised:**

None

G. **Working Conditions:**

This position works in a normal office environment, other than extended periods of time in front of the computer. There may be a requirement for some overtime during critical periods, such as during year-end, Christmas break, and audits. Concentration is required for ensuring accuracy and consistency. It may be stressful when dealing with interruptions and high levels of regular/irregular critical deadlines. Incumbent may occasionally deal with emotional or upset individuals with regards to accounts.

H. **Conditions of Employment:**

- Willing to respect and maintain confidentiality
- Criminal Record Check
- All Champagne and Aishihik First Nations employees are expected to conduct their duties in a harmonious and cooperative manner intended to enhance the First Nations efforts to build a strong and prosperous Government.

I approve this position description as being representative of the work I require to be performed and that the responsibility and authority levels identified have been delegated to this position. This job description has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

Director of Human Resources

Date

Senior Director of Government Services

Date

Director of Finance

Date

Employee

Date