Nokiiwin
TRIBAL COUNCIL

Employment Opportunity

Position: **Accounts Payable Finance Officer**
Status: Full-time
Opening Date: October 29, 2026
Location: Nokiiwin Tribal Council

Posting Reference #: NTC-2026-27

Closing Date: Open until filled
Hours of Work: 35 hrs/wk
Hourly Rate: Pursuant to current wage grid

Join Nokiiwin Tribal Council as we proudly enter our 20th year of operation! We are a dynamic non-profit organization dedicated to empowering and supporting our member First Nation communities through programs in governance, health and safety, finance, justice, economic development, planning, technical services, and education. Guided by the cultural wisdom of the Seven Sacred Teachings—Love, Bravery, Respect, Honesty, Truth, Wisdom, and Humility—we foster a respectful and inclusive workplace that prioritizes physical, psychological, and cultural safety. Be part of a meaningful journey toward community well-being and unity.

Nokiiwin Tribal Council is seeking a full-time **Accounts Payable Finance Officer.** Reporting to the Finance Manager, the Accounts Payable Finance Officer is responsible for the timely and accurate processing of vendor payments on a weekly basis and includes ensuring expense and department coding is correct, reconciling vendor accounts with vendor statements, credit card transaction processing and monthly reconciliations, and also supports the broader accounting functions of the Finance department including monthly bank reconciliations and financial reporting.

Key Responsibilities:

Accounts Payable

- Review, verify and process vendor invoices including program staff travel, client supports, and credit card purchases for accuracy and proper authorization consistent with policies and procedures
- Ensure applicable HST rebates for Public Service Bodies and Tribal Councils are calculated correctly
- Match vendor invoices to purchase orders, including packing/receiving slips and follow-up and resolve any differences promptly
- Enter invoice data into the accounting system for weekly payment processing
- Prepare and process electronic payments (EFT), credit card payments, pre-authorized payments, and cheques on a timely basis to avoid late fees
- Prepare and provide monthly reports on vendor aged accounts payable balances
- Maintain approved vendor listing
- Reconcile vendor statements and resolve any outstanding balances or differences
- Act as first line of contact with vendor inquiries and maintain positive vendor relationships to their inquiries on account and payment status
- Maintain organized, up to date and accurate vendor files, including archiving and cataloguing financial records on a fiscal basis

Accounting and Recordkeeping Support

- Maintain year-end working papers, spreadsheets, and assist with the preparation of the year end audit and funder compliance audits by providing requested documentation and information
- Provide support and able to cross train in accounts receivable's function including invoice and receipts processing
- Identify opportunities to improve accounts payables and accounting process and assist with the implementation of best practices with the Finance team

Continuous Improvement & Other Duties

- Participate in finance system enhancements and policy improvements.
- Manage multiple priorities effectively and meet deadlines.
- Perform other related duties as assigned by the Finance Manager.

Cultural Competency and Awareness

- Demonstrate respect for First Nations cultures, traditions, histories, and governance structures in all aspects of work.
- Apply the principles of cultural safety, humility, and reconciliation when interacting with First Nation communities, leadership, clients, partners, and colleagues.
- Support Nokiiwin Tribal Council's commitment to the Seven Sacred Teachings and contribute to a respectful, inclusive, and culturally safe workplace.
- Participate in cultural awareness, Indigenous cultural competency, and reconciliation-related training as required.
- Build and maintain positive working relationships through respectful communication and an understanding of First Nations perspectives and community priorities.
- Demonstrate awareness of the impacts of colonization and the importance of advancing reconciliation through professional practice.

Qualifications and Skills:

- Post-secondary diploma in Business Administration, Finance, Accounting, or a related field is preferred. Candidates without post-secondary education must possess a minimum of five (5) years of progressively responsible experience in accounts payable, accounting, or a related financial role.
- An appreciation of and interest in First Nation Cultures and community aspirations is required
- Must be highly accurate, detail oriented, self-motivated, and able to work both independently and as a team member
- Must have excellent computer skills with an aptitude for accounting, productivity, and automated workflow software
- Experience with accounting software such as Sage 300
- Strong knowledge of accounts payable procedures and general accounting principles.
- Excellent organizational, communication, and problem-solving skills.
- Proficiency with Microsoft Office, particularly Excel.
- Understanding of financial policies, internal controls, and compliance requirements.
- Experience in accounts payable, bookkeeping, or accounting administration is considered an asset.
- Knowledge of, respect for, and commitment to First Nations cultures, traditions, and community aspirations, demonstrated through culturally safe and respectful practices.
- Commitment to cultural competency, reconciliation, and respectful engagement with First Nations communities.
- Must have valid Ontario Driver's License and access to reliable transportation
- Successful completion of a Level 1: Police Criminal Record Check (PCRC)

Ready to make a difference?

Apply today and become part of our dynamic team!
Interested applicants are encouraged to **submit a single PDF document** that includes their cover letter, resume, and three (3) professional references to **hiring@nokiiwin.com**.

We encourage all qualified candidates to apply for this position. Preference will be given to applicants who self-identify as First Nations, Inuit, or Métis, as part of our commitment to supporting Indigenous communities and advancing reconciliation.
Only candidates who meet the qualifications and are granted an interview will be contacted.
Nokiiwin is an equal opportunity employer and is committed to providing employment accommodation in accordance with the Canada Labour Code and Accessible Canada Act. If you require accommodation to apply or if selected to participate in an assessment process, please advise Human Resources.

Learn more at www.nokiiwin.com/work
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