



EMPLOYMENT OPPORTUNITY

Accounts Payable Clerk

Established in 1994, the Independent First Nations are twelve (12) diverse and distinct communities comprised of three original peoples: the Anishinawbek, the Onkwehonwe and the Inninuwig in Ontario. Politically, the Independent First Nations (IFN) communities asserted their independence from existing Political Territorial Organizations (PTO's) and affirmed their right to be self-determining, self-governing First Nations that represent their community's interests at the local, regional, national level based on Indigenous and treaty rights. Collectively, the combined population of the IFN communities is over 30,000 members. We are unique politically, economically, socially, culturally, and geographically with territories spanning across Ontario in the East, South, West, and North.

The IFN is currently seeking a dedicated, discreet, and dependable professional for the newly created position of **Accounts Payable Clerk**. Under the direction of the IFN Executive Administrative Committee and the combined oversight of the IFN Director of Health and Director of Intergovernmental Affairs, the Accounts Payable Clerk's primary responsible to ensure effective, efficient, and accurate recording, payment and storing of IFN vendor transactions.

QUALIFICATIONS

Education & Experience

- ▶ Grade twelve (12) or equivalent required
- ▶ Post-Secondary education in accounting, finance or business studies, and a minimum of 2 years work related experience
- ▶ Knowledge of Quick Books Financial software
- ▶ Knowledge of Accounts payable protocols and practices
- ▶ Knowledge in Generally Acceptable Accounting Procedures

Developed Competencies

Candidates must have demonstrated success in the following areas:

- ▶ Highly organized
- ▶ Proficient in data entry, with strong attention to detail and accuracy
- ▶ Familiar with all office equipment
- ▶ Strong Interpersonal skills and ability to maintain vendor relationships
- ▶ Ability to maintain a professional public image representing the IFN
- ▶ Ability to maintain confidentiality and uphold financial integrity

Office Location

IFN Finance Office
Akwasasne, ON

Interested candidates are invited to submit a cover letter and resume, totaling no more than five (5) pages combined, **by 4pm EST on Monday, November 29, 2021** to:

Mail: **Independent First Nation AP Clerk Selection Committee**
c/o TrendLine Consulting Services
154 – 1100 Memorial Ave.,
Thunder Bay, ON P7B 4A3

Email: **trendline@tbaytel.net** Fax: **(807) 623-3773**

The IFN is an inclusive employer and offers accommodation throughout the recruitment process upon request.

*While we appreciate all applications for this position,
only those who are selected for an interview will be contacted.*