



# KTUNAXA NATION

*We invite you to apply for the position of...*

## **ACCOUNTS PAYABLE CLERK**

### **CORE SERVICES – FINANCE DEPARTMENT**

#### **4 MONTHS TERM SPECIFIC- FULL-TIME**

*The Ktunaxa Nation is characterized by the spirit of courage, initiative, innovation, perseverance, and leadership that it has brought to the work of preserving and protecting both the past and the future of its people. This has been accomplished through the exceptional commitment and vision of its human resources. It is therefore expected that employees who represent the Ktunaxa Nation will be committed to honouring the spirit of the Nation's work by putting their best into all that they do and by conducting themselves at all times ethically, professionally and respectfully.*

**VISION ADVANCEMENT:** *The Ktunaxa Nation Council's purpose in working together is to achieve a shared vision. Every position within the KNC has a part to contribute. Strong, healthy citizens and communities, speaking our language and celebrating who we are and our history in our ancestral homelands, working together, managing our lands and resources, within a self-sufficient, self-governing Nation.*

#### **POSITION SUMMARY:**

This position is part of a specialized team that provides financial and accounting support, expertise and systems to all the Ktunaxa Nation Council's (KNC) sectors and departments and related Ktunaxa entities. It is responsible for the accounts payable processing function plus general accounting duties for the KNC under the direction of the Director of Finance.

#### **DUTIES AND RESPONSIBILITIES:**

- Coordinate and process bi-weekly accounts payable function: ensure coding and authorization for payment; invoice entry into Sage AP module; ensure accuracy; cheque production, signing and distribution. Enter void cheques. Ensure year-end cut-off of accounts payable.
- Data entry of accounts payable submissions, and claims, into the Sage AP module
  - Enters credit and debit memos in Sage AP, including stale-dated items
- Reconcile vendor statements for accounts payable and liaise with businesses regarding accounts.
- Maintain filing of AP records in an ongoing timely manner
- Preparation of EFT payment batches and cheques
  - Obtains signing officer signatures, on cheques, and bank drafts
  - Ensures distribution of EFT advice slips, and cheques are promptly distributed
- Reconciles payables general ledger accounts and aged payables trial balance.
- Ensure travel advances and credit memos are reconciled promptly and entered into the system.
- Updating AP forms in SharePoint & Handbook as necessary
- Upload of eft transmission for payment
- Monitor credit card transactions, and reconciliations and post them into GL for expense coding.
- Post utility and other auto online bill payments into the Sage AP module
- Maintain delegated expenditure authority lists, and store lists
- Provide advice and direction on accounts payable procedures;
- Coordinate purchasing procedures ensuring adherence to policy; provide guidance and support. Monitor and audit outstanding purchase orders.
- Annually review and follow up with Sectors to ensure outstanding contingency liabilities on purchase orders are recorded and prepare year-end reports on PO accruals.
- Produce financial and statistical information that may include: purchase order preparation, data entry, preparing spreadsheets; processing receipts, invoices and cheques.
- Monitor, ensure and report on expenditures in accordance with internal control systems, overall KNC budget and financial policies;
- Reviews and reconciles vendor statements and connects for follow-up with vendors.

- Creates Purchase Orders as requested; serves as a backup for other departments and Sectors.

## **QUALIFICATIONS:**

### **Academic Preparation**

- 2 years of Post-secondary Education in Business Management, Accounting major
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### **Experience:**

- 1-2 years of Bookkeeping and accounting experience
- A combination of education and experience that demonstrates the necessary level of expertise will be considered
- Records Management;
- Excellent computer skills including XP, Microsoft Office and Sage300;
- Ability to perform effectively under pressure, meet deadlines and adjust to changing priorities;
- Work effectively independently and as a team member and with minimal supervision;
- Ability to manage multiple tasks simultaneously with accuracy and consistency;
- Capacity to prioritize and manage a number of competing initiatives and timelines;
- Follow up, track and monitor various projects and tasks to ensure smooth flow;
- Strong attention to detail;
- Commitment to life-long learning

### **Required Knowledge, Abilities and Skills**

- Administrative and organizational protocols
- Interpersonal and customer service
- Experience with purchasing and business contracts.
- Capacity to perform work and maintain task completion despite interruptions
- Impeccable ethics and integrity.

**The Ktunaxa Nation Council is committed to providing and maintaining a safe and healthy work environment for all employees and the people, Communities and Bands that we serve. Proof of vaccination is required in accordance with the Ktunaxa Nation Council vaccination Policy.**

**Internal staff and Ktunaxa people are encouraged to apply; support to apply for this position can be accessed through the Education and Employment Sector Service Center.**

***Come with your willingness to learn!***

Please submit your cover letter and resume  
Telling us what attracts you to the position, and how your experiences relate.

**Human Resources  
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Cranbrook, BC V1C 7E5  
[KNC-HR@ktunaxa.org](mailto:KNC-HR@ktunaxa.org)  
Fax: (250) 489-2438**

**CLOSING DATE: Wednesday, November 30<sup>th</sup>, 2022**

*We thank those who apply; however, only those selected for an interview will be contacted.*