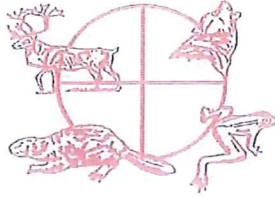


ACCOUNTS PAYABLE CLERK



Position Title: ACCOUNTS PAYABLE CLERK

Department: FINANCE

Superior: FINANCIAL CONTROLLER

Please submit your resume and cover letter describing how your experience and qualifications will align with the following knowledge, skills and abilities:

PRIMARY RESPONSIBILITIES:

- ✚ To perform all Accounts Payable duties according to the rules set out in Finance Policy and Procedure Manual.
- ✚ Receive and review all invoices, ensure that all goods and services have been ordered and received by a responsible person.
- ✚ Reconcile each invoice to the month end statements.
- ✚ Ensure that a Purchase Order is attached to the Invoice Payable.
- ✚ Ensure that each Cheque Requisition is signed and approved by the appropriate authority.
- ✚ Input Data into Adagio Payable program or through the manual cheque run.
- ✚ Ensure every cheque has two authorized signatures.
- ✚ Ensure immediate distribution of cheques is carried out.
- ✚ Ensure that all issued Purchase Orders are registered into a P.O. Register for tracking.
- ✚ Carry out incidental and related duties as per requested and/or required by the immediate supervisor.
- ✚ Must follow the direction of the Tl'azt'en Nation Policy and Procedures manual.

SECONDARY RESPONSIBILITIES:

- ✚ File system maintenance.
- ✚ Ensure that all Batch listing, Invoice Posting Journals, Manual Cheque Listings and Cheque Registers are filed properly.
- ✚ Assist in payroll and other administrative duties as required and directed by the Financial Controller.

EDUCATION:

- ✚ Grade Twelve Dogwood, Business Management Certificate in Accounting or equivalent.

KNOWLEDGE/SKILLS/ABILITIES:

- ✚ Basic Bookkeeping/Accounting experience
- ✚ Familiar with all Microsoft Office programs (excel, word etc.)
- ✚ Must be able to work as part of the team or independently with little or no supervision.
- ✚ Excellent interpersonal skills, oral and written communication skills
- ✚ Commitment to the performance of high work standards and ethics
- ✚ Ability to facilitate positive, constructive work relationships

- ✚ Ability to work in a manner that represents the core values of Tl'azt'en Nation

OTHERS:

- ✚ Payroll Clerk
- ✚ All Staff members
- ✚ Tl'azt'en Nation members

Please submit cover letter/resume to Charlene Tom at Careers@tlazten.bc.ca or mail to P.O. Box 670 Fort St. James, BC V0J 1P0. NO PHONE CALLS PLEASE

Please Note: ONLY shortlisted applicants will be notified for an interview.