

MONTANA FIRST NATION EMPLOYMENT OPPORTUNITY

Title: MISD – Finance Clerk

Department: Montana First Nation Finance Department

Closes: UNTIL SUITABLE CANDIDATE IS FOUND

Montana First Nation is seeking a highly motivated individual to work in the Finance Department as the Accounts Payable Jr Clerk and will report directly to Director of Finance. The Accounts Payable Jr Clerk has the overall responsibility to assist with providing general accounting and clerical duties within the finance department and must ensure control and accountability while maintaining strict compliance to Montana First Nation policies and procedures. Providing these services in an effective and efficient manner will ensure that the Department’s Programs are in the best interest of the Montana First Nation members and their families.

Duties and Responsibilities:

INVOICE PROCESSING

- Review, verify and process invoices from suppliers or vendors
- Ensure that invoices match purchase orders, contracts and receipts
- Resolve any discrepancies or issues with invoices
- Process purchase orders with required requisitions when necessary
- Match invoices with appropriate purchase order and code it accordingly

DATA ENTRY

- Enter financial data into the accounting system
- Maintain accurate records of all accounts payable transactions
- Must prepare batches of invoices for data entry
- Enter invoice data for payment

PAYMENT PROCESSING

- Prepare and issue payments to vendors by check, wire transfer, or electronic payment
- Ensure payments are made in accordance with payment terms and deadlines
- Monitor payment schedules and outstanding balances
- Must print accounts payable checks and insert checks into envelopes for mailing
- Prepare vendor cheques for mailing

VENDOR COMMUNICATION

- Respond to vendor inquiries regarding payment status, account issues, or billing discrepancies
- Build and maintain positive relationships with vendors and suppliers
- Listen to requests for information and to ask questions to gather all necessary information ensuring understanding for accurate processing of requests
- Maintain updated AccPac vendor files and file numbers
- Maintain vendor listing of accounts payable
- Discuss invoice discrepancies with vendor management

RECONCILIATION

- Reconcile accounts payable to ensure that all payments are accurate and complete
- Ensure that all invoices are accounted for and properly filed

EXPENSE REPORT REVIEW

- Review employee expense reports and ensure proper documentation and approval before processing payments

MONTH-END and YEAR-END CLOSINGS

- Assist in preparing for monthly and year-end financial reporting by ensuring all accounts payable transactions are recorded and reconciled
- Must assist with the preparation and deposit of bank deposits
- Support the year end processes for an audit

COMPLIANCE

- Ensure compliance with company policies, accounting standards, and relevant tax regulations
- Keep updated on changes in financial laws and regulations and ensure the confidentiality of information
- Ensure all requisition paylists are coded and approved by Manager/ Supervisor
- Verify that transactions comply with financial policies and procedures
- Deliver invoices with back up to appropriate program manager to verify coding and obtain signatures

FILING AND DOCUMENTATION

- Maintain organized and up to date filing systems for invoices, receipts, and payments for future reference or audits
 - Keep Director of Finance informed of area activities and of any significant problems
 - Assume responsibility for effectively researching, tracking, and resolving (or properly referring) accounting or documentation problems and discrepancies
 - Maintain accounts payable files
 - Maintain filing system for all financial documents
 - Ensure the confidentiality and security of all financial and vendor files
 - Must assist with the Department Managers / Supervisors with the payment request process
 - Must have good written and verbal communication skills and communicates with any employee or senior staff member from any department, and occasionally communicates with and assists community members and is responsible for exercising sound judgement within policy guidelines
 - Must perform other duties as it relates to the Finance Department
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Payroll:

Perform the Biweekly processing of payroll transactions to ensure that employees of the organization are paid accurately and on time.

Main Activities:

1. First point of contact for employees for time and attendance and payroll
2. Advise, assist and offer guidance to admin staff during payroll
3. Collecting timesheets and timesheet summaries to calculate the number of hours each employee worked during each pay period.
4. Verify coding and obtain signatures from Supervisors
5. Ensure all proper documentation accompanies timesheets
6. Verify pay amounts, hours of work, deductions
7. Review the statutory holiday pay for accuracy in payroll
8. Batch timesheets for data entry
9. Data entry of payroll information all time and attendance and personnel transactions
10. Process payroll and maintain payroll information as required
11. Sort and distribute pay cheques and pay statements
12. Prepare and maintain related payroll records and reports
13. Document workflow and work procedures
14. Assists Accounting Department personnel as needed.
15. Keeps management informed of area activities and of any significant problems.
16. Discusses payroll discrepancies with supervisor
17. Maintain updated AccPac employee files and file numbers
18. Assumes responsibility for effectively researching, tracking, and resolving (or properly referring) accounting or documentation problems and discrepancies.
19. Review new hires and terminations to ensure accuracy, determine the payout and process the inputs with payroll.
20. Prepare Record of Employment (ROE) as per required legislation.
21. Reconcile T4s at yearend and determine any discrepancies in payroll, and tax remittances

Bank Reconciliation

Perform Bank reconciliation on a monthly basis to identify possible errors in transaction that lead to a difference between accounting record and the bank statement

Main Activities:

1. Prepare bank entries for all monthly deposit
2. Prepare bank entries for all preauthorized withdrawals
3. Confirm cheques that are cashed each month for the bank rec.
4. Reconcile, deposit, bill payments, preauthorized withdrawals, EFT payments and cheques using AccPac.

Administration Duties

Provide administrative support in order to ensure effective and efficient office operations

Main Activities:

1. Maintain employee files.
2. Maintain a filing system for all employees.
3. Ensure the confidentiality and security of all financial and employee files.
4. Support the year end processes an audit
5. Perform other duties as it relates to Finance Department

Qualifications and Requirements:

1. Certificate or Diploma in Accounting
2. Minimum grade 12 high school diploma; supplemented by completion of college or other courses in accounting, or bookkeeping, or equivalent related experience in payable administration
3. Two to Three (2-3) years' experience performing payable duties
4. Primary experience with payable practices and standards
5. Experience working with Accpac
6. Experience with GAAP and accounting standards
7. Experience working with Microsoft office suite
8. Experience coordinating and supervising payable matters
9. Experience with filing systems and record keeping

Please send your **Cover Letter**, **Resume**, **Criminal Record Check** and **Employment References** to:

HR Generalist – Montana First Nation
PO Box 70, Maskwacis AB, T0C 1N0 Phone: 780-585-3744 ext.247 Fax: 780-585-3264
Email: ryanpotts@montanafirstnation.com

Montana First Nation thanks all interested applicants, but only those selected that meet the necessary criteria, will be contacted for an interview. Please provide all documents. The successful applicant will be required to submit a photocopy of Driver's License and all documents of proof of Education. Thank you!
