

JOB POSTING DETAILS

Job Title	Finance Clerk Receivables	Job Type	NA
ES Job ID	3594	Duration	NA
Date Posted	August 19, 2022	Location	Cutler
		Closing Date	September 30, 2022

Job Overview - Description & Duties

Finance Clerk Receivables

Under the direction and supervision of the Director of Finance, the Finance Clerk - Receivables is responsible for maintaining all accounts receivables for the First Nation along with other duties within the Finance department.

Position Duties

- . Maintain files for Invoicing of accounts receivable.
- . Prepare invoices as required (e.g. housing-monthly, user fees-annual, hall rental as required, etc.)
- . Record cheques, cash etc. received to appropriate accounts as payment received.
- . Enter data on the Accounts Receivable module for SAGE 300 Accounting Software
- . Completes monthly bank reconciliations
- . Maintain finance files (accounts payable, accounts receivable, purchase order requisitions, personnel files, attendance records, contribution agreements, payroll etc.)
- . File all documents in appropriate files.
- . Cover other positions within the finance department when required.
- . Prepare correspondence as required.
- . Assist with other duties as required

Required Skills

- Post-secondary degree or diploma in finance
- Related field experience or equivalent experience particularly with accounts receivable
- Knowledge of accounting principles
- Proficiency with SAGE 300, Microsoft Excel
- Knowledge of accounting systems
- Ability to work as a team in a fast-paced environment
- Must provide a clear CPIC
- Knowledge of the 7 grandfather teachings
- Provide proof of COVID vaccination (2 doses)

Other Requirements

NA

How to Apply

Interested applicants MUST submit a cover letter, resume, and three references (preferably 3 recent employment references from a direct supervisor/manager or 2 recent employment references from a direct supervisor/manager and one [1] character reference):

Attn: Human Resources
195 Village Road, Cutler Ontario, P0P 1B0
Fax: 705-844-2757
Email: hr.jobs@serpentrivern.com
By: Open Until Filled