



Join Our Team!

LAKE BABINE NATION

POSTED: JULY 25 2023; UNTIL POSITION FILLED

ACCOUNTS PAYABLE CLERK

The Accounts Payable Clerk will be responsible for processing Lake Babine Nation accounts payable and maintaining appropriate financial documentation through an organized system of filing. Other responsibilities will include processing payable cheques, GST calculation, ensuring the timely and accurate invoicing and vouchering, updating the internal database and administrative duties related to finance and bookkeeping. Other duties will be assigned as necessary.

RESPONSIBILITIES

- Prepare incoming supplier invoices for payment
- Coordinate and execute the Lake Babine Nation purchase orders and cheque requisition system
- Maintain an organized filing system of invoices / travel claims and cheque requisitions
- Distributes cheques to suppliers and / or employees
- Assist in audit preparation
- Participates in Professional Development training as directed by performance reviews

QUALIFICATIONS

- Bookkeeping Experience and / or experience with Accounting or other related field
- Advanced proficiency with Xyntax accounting software and spreadsheet programs and applications an asset
- Strong working knowledge of accounts payable and accounts receivable functions
- Strong working knowledge of Generally Accepted Accounting Principles and Practices
- Perform mathematical computations accurately and quickly
- Knowledge of council and committee systems
- High level of integrity, confidentiality, and accountability
- An understanding of the northern cultural and political environment

APPLY NOW!

Beatrice MacDonald, *Human Resources Manager*

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Successful candidates of short-listing will be contacted