



GINOOGAMING FIRST NATION

P.O. Box 89
Longlac, Ont. P0T 2A0
Tel: (807) 876-2242
Fax (807) 876-2495

Accounts Payable Clerk Job Posting

We are seeking an experienced and dedicated individual for an Accounts Payable Clerk position in our Finance Department

Duties and Responsibilities:

- Sort, code, and enter purchase orders accurately and efficiently.
- Process payments and reconcile accounts payable.
- Communicate with vendors and address inquiries.
- Complete VISA reconciliations.
- Sorting and filing
- Other duties as requested by the Chief and Council and Finance Manager

Skills and Knowledge:

- Prior experience in an Accounts Payable role.
- Proven experience in sorting and entering invoices/purchase order with a high level of accuracy.
- Strong skills in managing payments and conducting accounts payable reconciliations.
- Excellent communication skills for effective vendor interaction and issue resolution.
- Proficiency in reconciling corporate credit card transactions.
- Ability to work independently and prioritize multiple tasks effectively.
- Proven experience with computerized accounting software (ideally Sage 300) is an asset.
- Excellent computer skills such as Microsoft office.

Qualifications:

- Grade 12 or equivalent.
- Interest in the financial field and eager to learn.
- Knowledge and experience of First Nation culture and history.
- Criminal Record Check for Vulnerable Sector Screening may be required
- A valid driver's license, and mode of transportation is an asset

Please submit your resume to:

Denise Taylor, HR Manager
denise.taylor@ginoogamingfn.ca
FAX: 807-876-2495
PO Box 89, Longlac, ON P0T 2A0

Closing Date: Until Filled

Only those selected for an interview will be contacted.