



EMPLOYMENT OPPORTUNITY

Finance Clerk, Accounts Payable

Job Classification: Finance Clerk, Accounts Payable – Full-Time

Competition #: 2023-03

About the Role

Reporting to the Controller, the Finance Clerk will work with the finance team and is responsible for the entire invoice and payments process.

What you bring

- Training and experience in an account payable role, including, but not limited to:
 - Invoice processing: Review, verify and process vendor invoices and employee expense reports for accuracy and compliance with government policies;
 - Reconciliation: Reconcile vendor statements and resolve any discrepancies;
 - Record management: Maintain vendor files and records, ensuring that all financial transactions are properly recorded and reported in the government's accounting system;
 - Financial reporting: Assist with the preparation of financial statements and reports;
 - Customer Service: Respond to vendor and internal client inquiries in a timely and professional manner; and
 - Confidentiality: Ability to maintain confidentiality with all transactions.
- Experience using relevant accounting software;
- Experience in Microsoft Office, specifically Excel; and
- Pre-employment verification including Criminal Records and Credit Check.

Working Conditions

- Position is based in Old Crow, YT. Will consider a rotation from Whitehorse, YT including requirement for remote work (at Old Crow).

What we offer

- A supportive and safe work environment;
- Competitive compensation will commensurate with qualifications. Pay range: \$47.60-\$53.25;
- Equal opportunity, diverse and inclusive workplace.

Working with Vuntut Gwitchin First Nation

Our mission is to promote wellness, self-sufficiency, and prosperity in our community through cultural teachings and environmental stewardship, and by building and maintaining an accountable government that motivates, inspires, and provides opportunities for the Vuntut Gwitchin.

Applications close at 12:00pm on Monday, April 10, 2023. Please forward resume to:

Human Resources Department
Vuntut Gwitchin First Nation
P.O. Box 94
Old Crow, YT Y0B 1N0
Email: employment@vgfn.net

A complete job description can be obtained from the VGFN office at Old Crow or requested via email: employment@vgfn.net

Priority will be given to citizens of the Vuntut Gwitchin First Nation.

While we appreciate all applications, only those selected for further consideration will be contacted.



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POSITION PROFILE

INTRODUCTION	
Position Title: Finance, Clerk, Accounts Payable	Reports To: Controller
Dept: Finance	Location: Old Crow, YT
Staff: 0	Revision Date: February 2023
PURPOSE	
<p>The position processes Vuntut Gwitchin Government's (VGG) day-to-day financial transactions related to expenses, including invoices and payments to vendors, suppliers, and clients. It maintains accurate records and ensures compliance with accounting principles and regulations.</p>	
KEY PERFORMANCE AREAS	
<ul style="list-style-type: none"> • Processes invoices and payments to vendors, suppliers, and clients. This includes verifying the accuracy of invoices, coding and entering data into accounting systems, and reconciling vendor statements; • Maintains vendor files and records by updating contact information and purchase history and responds to vendor inquiries; • Identifies discrepancies and issues with invoices or vendor statements, such as missing or duplicate invoices, incorrect amounts, or discrepancies between the vendor statement and the organization's records. Investigates the discrepancies and communicates with internal departments and external vendors to resolve issues; • Processes employee expense reports and reimbursements by reviewing submissions for accuracy and compliance, verifying supporting documents, coding and entering expenses into the system, and preparing payments. Monitors expense reports and follows up as needed; • Prepares cheques for signature at the direction of the Controller or Finance Director; • Reviews and follows-up on outstanding payments regularly and acts in accordance with policies to collect them. Communicates with vendors and clients and sets up payment schedules as required; and • Participates in month-end and year-end closing activities to confirm accurate transactions, identify and resolve discrepancies, prepare for audits, and ensure the government's financial position is properly reflected in financial statements and reports. 	

ACCOUNTABILITY & IMPACT

- Work is effectively organized to reduce risk of late billing and payments;
- Financial transactions are accurate and timely to avoid late fees and penalties;
- Processing tasks are completed in accordance with internal procedures and accounting standards;
- The confidentiality and security of financial information and documents is maintained;
- VGG maintains good credit and relationships with vendors; and
- The VGG Standards of Conduct are modelled and promoted.

FINANCIAL CONTROL

Annual budget under direct control of this position:	None
Other responsibilities & influences:	None

WORKING CONDITIONS

Environment:	Work is in a normal office environment where there are few undesirable conditions.
Physical:	Normal
Hazards/equipment:	None
Travel:	None

This document is intended to describe the general nature of the position and not to be a full inventory of tasks. The incumbent will undertake a variety of work within the position's scope to align with and contribute to the organization's mission.

POSITION COMPETENCY PROFILE

Knowledge & Experience	<ul style="list-style-type: none">• Diploma in accounting, or a combination of equivalent work experience and training.• Considerable and recent experience in an accounts payable role.• Experience using relevant accounting software (indicate what you have used).• Experience in Microsoft Office, specifically Excel.• Knowledge of ACCPAC/ SAGE software is an asset.
Behavioral Competencies	<ul style="list-style-type: none">• Client service• Respect• Communication• Self-awareness• Time management• Teamwork• Adaptability• Initiative
Conditions of Employment	<ul style="list-style-type: none">• RCMP Criminal Record Check