



Accounts Payable Clerk

About NNTC:

The Nlaka'pamux Nation Tribal Council is a governing body of the Nlaka'pamux Nation. Carrying out its mandate for over 40 years, NNTC exists to protect and advance Nlaka'pamux title and rights and is involved with the exercise of jurisdiction, cultural and natural resources, environmental sustainability, emergency management, food sovereignty, economic independence, health, and well-being. NNTC is an Nlaka'pamux entity, not a provincially or federally incorporated or regulated body however, NNTC utilizes several associated entities doing work in relation to archaeology, environment, wildlife, construction, and solar power to support its mandate. NNTC is dedicated to acting in the best interests of the Nlaka'pamux.

This Opportunity:

The Accounts Payable Clerk is responsible for ensuring the timely and accurate processing of invoices, expense reports, and vendor payments. The ideal candidate has a strong background in accounts payable functions and hands-on experience using Sage, Workday and NetSuite systems.

About the position:

This role could be based out of NNTC's Vancouver office, Kamloops office, or Lytton office. This is a full-time role and includes paid vacation, an extended benefit plan, and a defined contribution pension plan.

Key responsibilities of the role include:

- Process a high volume of invoices, including data entry into Sage 50 software, NetSuite and Workday and regular EFT and cheque payments accurately and efficiently.
- Ensure AP/Purchasing policies and procedure are being adhered to.
- Set up new vendor accounts and full details, such as contact names, addresses, payment terms and methods, etc.
- Reconcile vendor statements with accounts payable ledger and follow up on outstanding items.
- Respond to vendor inquiries and resolve any discrepancies or payment issues.
- Manage full-cycle AP i.e., reviewing approvals, GL coding and overseeing posting of invoices accurately and on time.
- Liaise with the various departments and managers to resolve invoice coding and approval issues.
- Review payment packages (payment requisitions) to ensure they are prepared in accordance with the signer's requirements, arrange for cheque signers when required.
- Generate EFT bank payments for trade payables, WCB remittances, and other online payments.
- Provide management with regular updates on compliance and major AP issues.
- Support Financial Accounting with queries related to AP in a timely manner.
- Ensure the accurate recognition of sales taxes, particularly non-recoverable PST expense and recoverable GST/HST.
- Support month-end, quarter-end, year-end close process, and financial audits, including AP reconciliation, accruals, and other AP reporting.
- Look for opportunities to streamline processes and improve productivity of the A/P process.

In addition to accounts payable duties, the A/P Clerk may also provide support on:

- Bank deposits.
- Payroll including

- Employee expense reimbursement claims.
- Issue and file Records of Employment as required.
- Calculate, file, and pay quarterly WCB remittances and annual report.
- Payroll source deductions remittances.
- Works effectively with all team members to accomplish tasks and achieve NNTC goals.
- Demonstrates respect for the advancement and protection of Nlaka'pamux title and rights.

Minimum Qualifications:

- 2+ years of experience in Accounts Payable or similar accounting role.
- Proficiency in **Sage, Workday** and **NetSuite** is required.
- Strong attention to detail and organizational skills.
- Ability to manage multiple tasks and meet deadlines in a fast-paced environment.
- Excellent communication and interpersonal skills.
- Knowledge of GAAP and general accounting procedures is a plus.
- Bachelor's degree in accounting, Finance, or related field preferred.
- Valid Class 5 BC driver's license and reasonable driver's abstract.

Compensation:

- Competitive salary between \$25 - \$33/hour depending on experience.

NNTC welcomes you to submit a resume and cover letter, highlighting how your experience and qualifications are a fit for this exciting opportunity to garchie@nntc.ca. The position will remain open until filled.

Please visit NNTC's website, <https://nntc.ca> , for the full job description.

NNTC thanks all applicants in advance; however, only applicants selected for an interview will be contacted. NNTC welcomes applications from all interested applicants; however, preference will be given to Nlaka'pamux and other Indigenous applicants.