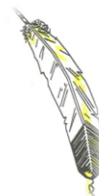




JOB OPPORTUNITY



Box 550 Whitewood, SK S0G 5C0 (phone) 306.696.2425 (fax) 306.696.2426

FINANCE AND ADMINISTRATION

Ochapowace Nation – Job Posting

Selection Process: 26-10-F&A-Accounts Payable Clerk-IND (F/T)

Position: ACCOUNTS PAYABLE CLERK Status: Permanent, Full-Time

JOB SUMMARY

The Accounts Payable Clerk is responsible for the accurate processing, reconciliation, verification and filing of all accounts payable transactions for kakisiwew-ochapowace Nation. This includes the reconciliation of program advance cheques issued to staff, receipt tracking and verification, purchase order matching, vendor invoice processing, and the maintenance of complete, accurate and auditable accounts payable records.

DUTIES AND RESPONSIBILITIES

- Maintain and manage the program receipts binder for all cheques issued in a staff person's name for program related expenditures
- Reconcile receipts against cheque amounts and clearly identify any shortfalls or over-expenditures
- Maintain accurate logs of advances, receipts received, balances outstanding and reconciliations completed
- Assist with the processing of purchase orders (PO's) in accordance with Nation purchasing policies and financial controls
- Prepare complete and accurate accounts payable packages for approval, including all required supporting documentation
- Ensure all payments, reimbursements and staff advances comply with approved financial policies, procedures, and delegation of authority.
- Support compliance with Indigenous Services Canada (ISC) and other funding agency financial reporting requirements where applicable
- Perform other duties as assigned

SKILLS, QUALIFICATIONS AND COMPETENCIES

- Post Secondary education in Accounting, Business Administration, Finance or a related field is preferred; or a combination of relevant education, training and experience
- Minimum of one to two years' experience in accounts payable, bookkeeping, or financial administration
- Ability to reconcile financial documentation and identify discrepancies
- Strong communication skills for follow-up with staff and vendors
- Ability to handle sensitive information with discretion and professionalism

CONDITIONS OF EMPLOYMENT

- Must have a current criminal record check
- Must submit to a prohibited drug and alcohol screening
- Current valid class 5 driver's license and reliable form of transportation would be an asset

For more information or to request a job description please contact Gaylene Henry at:

gaylene.henry@ochapowace.ca

Selection Process: Candidates will be selected for this position based on their skill, ability, experience and qualifications as identified in the resume. *Only those selected for interviews will be contacted. Preference will be given to Ochapowace Nation Members.*

Application Deadline: WEDNESDAY NOVEMBER 4, 2026

Please send your resume and cover letter, with three (3) global references to:

staffing.hr@ochapowace.ca