



Ta'an Kwäch'än Council

A	<u>Position Title:</u>	Accounts Payable Clerk
	<u>Department:</u>	Finance/Administration
	<u>Supervisor:</u>	Assistant Finance Manager
	<u>Date:</u>	November 2024
	<u>Status:</u>	Regular Full-time

B **Job Summary:**

Reporting to the Assistant Finance Manager, the Accounts Payable (A/P) Clerk is responsible for processing accounts payable for TKC on a timely basis. The A/P Clerk ensures that documentation & verification of accounting transactions are complete and accurate.

C **Main Duties:**

- Inputs financial data into the ACCPAC system on a daily basis.
- Reviews and verifies accounting transactions with supporting documentation.
- Detects missing or incorrect information.
- Recommends approval for payment of invoices.
- Processes cheques for payment.
- Ensures all cheques to be signed by authorized agents are delivered to signatories.
- Reconciles accounts payables and supplier statements.
- Responsible for assigned monthly journal entries.
- Ensure there is a proper audit trail.
- Files all documents appropriately and in a timely manner.
- Responds to inquiries or directs to the appropriate source.
- Administers and processes travel claims.
- Ensures GST on Invoices are properly processed.
- Ensures AP invoices are properly coded to the proper GL code.
- Responsible for administration and tracking of purchase orders.
- Responsible for administration of travel claim process.
- Provide coverage for other finance staff.
- Assist with year-end and audit.
- Other duties as assigned.

Routine Duties:

Daily

- Attend to mail and messages; implement daily work-plan; fill out any other staff forms; attend meetings, assist in various duties as requested by Finance Manager.
- Entering data into ACCPAC.
- Interacts with staff and vendors on accounts payable issues.

Weekly

- Payment of TKC invoices, filing.

Monthly

- Reconcile accounts payable statements.

Yearly

- Assists the Assistant Finance Manager in the preparation of the Annual Department Work-Plans, Department Staff Training Plans.
- Assists the Assistant Finance Manager in the preparation of the TKC Annual Audit.

Other Job Duties:

- May be asked to fill in for colleagues on a temporary basis.

D Impact / Accountability:

This position is accountable for the accuracy and timeliness of processing routine financial transactions. By providing the best possible clerical services, the Finance Unit will be better organized, ensure timely payments and billings, and have more accurate financial records.

E. Decision Making:

The Finance Manager establishes general goals, objectives and expectations of the position. The position is responsible for ensuring completion of all A/P and administration tasks of the department. The incumbent is responsible for managing the priorities of day-to-day activities. Unusual or unique problems, or conflicts in priorities the incumbent has been unable to resolve, are referred the Finance Manager.

The Accounts Payable Clerk is responsible for the accurate and timely processing of routine financial transactions. Day-to-day direction is provided by the Assistant Finance Manager.

F. Key Personal Contacts and Nature of Contacts:

Who	Why
Elders	Traditional cultural rules apply, maintain confidentiality of protected Information.
TKC Citizens	Respond to requests, provide payments, invoices, maintain confidentiality of protected information.
General Assembly	No reporting relationship, maintain confidentiality of protected Information.
Councillors	No reporting relationship maintain confidentiality of information.
Chief/Deputy Chief	No reporting relationship, may receive request or request information regarding processing a claim.
Management Team	No reporting relationship, maintain confidentiality of protected Information.
Assistant Finance Manager	Report to, receive direction from.
Executive Assistant	No reporting relationship, maintain confidentiality of protected information.
Staff	Ensure compliance with Finance Act, policies and procedures.
Suppliers	Maintain good working relationship with, ensure accuracy of payments, deliveries, etc.
Officials of Gov't.	No reporting relationship, maintain confidentiality of information.
F.N. Organisations	No reporting relationship, maintain confidentiality of information.

G Positions to Supervise: None

H Working Conditions:

This position is in a normal office environment. The incumbent may be working with Managers in high-pressure situations and will work in an environment characterised by regular deadlines. Often requests for payments outside of the schedule will be made, and the incumbent may experience stress due to an angry customer, employee, or citizen.

I Qualifications:

Education & Experience:

- Business-related coursework includes computer and accounting courses.
- An equivalent level of education and experience will be considered (i.e. experience in working in computerized accounting).
- .

Specific Skills:

a) Technical Skills:

- Ability to follow office management procedures (filing, filling out office forms,
- Good written and verbal communication skills.
- Knowledge of data entry concepts and procedures.
- Knowledge of basic accounting principles and budgeting processes

b) Office Equipment Skills:

- Excellent computer skills (Excel, MS Word, Outlook)

c) Management Skills:

- Time management skills
- Can accurately input data and maintain accurate financial records.
- Ability to meet deadlines and prioritize workload.
- Ability to deal with interruptions and changing priorities.

d) Interpersonal Skills:

- Knowledge of social structure in TKC, families, and the social conditions and social dynamics prevailing in the community.
- Knowledge of First Nation Government (land claim & self-government agreements, TKC Constitution), and social issues affecting First Nations.
- Knowledge of TKC history, culture, language, demographics, goals and aspirations
- Ability to work cooperatively with others.

J Personal Suitability:

This position requires an individual who enjoys data input, reconciling accounts, and performing many other, short, routine duties. The ideal candidate is dependable, enjoys processing volumes of bills, statements, and other routine information, and enjoys ensuring accuracy and completion of duties in a routine manner and according to a deadline.

K CONDITIONS OF EMPLOYMENT:

- Oath of allegiance and secrecy (note: breaches of confidentiality are cause for dismissal in this position)
- Conflict of interest declaration.
- Security clearance – Vulnerable Sector.
- Valid drivers' license.
- other _____.

L Job Description Approval:

I approve this job description as being representative of the work required and that the responsibilities identified have been delegated.

Executive Director

Date

I approve this job description as being representative of the work required and that the responsibilities identified have been delegated.

Finance Manager

Date

I have read and agree with this job description.

Incumbent

Date