



OLD MASSETT VILLAGE COUNCIL

P.O. BOX 189, OLD MASSETT,
HAIDA GWAI, V0T 1M0
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TOLL FREE: 1-888-378-4422

ACCOUNTS PAYABLE CLERK

Job Title: Accounts Payable Clerk

Position: Full time

Hours: 35/wk

Wages: \$25.33

Who we are:

The Old Massett Village Council is a community of 1500 members on Haida Gwaii and an overall membership of approximately 3200 members. We are located on the beautiful North Coast of Haida Gwaii and are stewards of 40 Reserves with various land base sizes. We have approximately 70-100 full and part-time employees. General operations are comprised of, but not limited to, Operations, Maintenance, Finance, Housing, Registry, Education, Social Development, and Economic Development.

Position:

The Accounts Payable Clerk verifies and balances accounts payable financial records and business transactions, enters data into the OMVC Finance Department computerized system and executes appropriate bill/invoice payment procedures.

Reporting Relationship

The Accounts Payable Clerk reports directly to the Finance Manager and works closely with the Accounts Receivable Clerk, Payroll Clerk and the Administrative Assistant (Administration)

Qualifications:

Minimum Requirements

- Office Administration Certificate or Diploma or 5 years of related work experience
- Grade 12 graduation and/or a minimum of five years related work experience
- Completion of or working toward recognized certification in bookkeeping
- Class 5 Driver's license and a clean driver abstract

Knowledge, Skills, and Abilities:

- Knowledge and understanding of Haida culture
- Exceptional Administrative and Organizational Skills
- Strong written and interpersonal communications skills, and the ability to work effectively with a variety of people and circumstances
- Proficiency in Microsoft Office 365 applications (Word, PowerPoint and Excel)
- Ability to establish priorities based on assigned work, requirements, and timelines
- Ability to maintain a professional demeanor and confidentiality
- Ability to work independently

Primary Responsibilities

- Implement and maintain a system of financial procedures to ensure the timely payment and accurate recording of accounts payable invoices
- Ensure that all invoices have been duly authorized by approved personnel, dated and coded prior to payment
- Ensure that managers have coded each expense to an account and department, including GST and Petty Cash
- Ensure that payments are made by invoice, using the invoice number as a reference, verifying that invoices have not already been paid
- Ensure that invoices are posted using the invoice date, not the date of posting to increase the reliability of the Accounts Payable Sub-ledger
- Reconcile the Vendor statements to the invoices on hand and the accounts payable in the system, ensuring that cheques are not written based on the statement
- Ensure that all paid invoices and cheque copies are kept in vendor files in the accounts payable office and are filed daily in an orderly fashion
- Order and maintain safekeeping of Cheques and Purchase Order Books
- Manage the Petty Cash system for the Administration office
- Assist Council or staff with the preparation of travel claims as required
- Provide coverage in the absence of other staff in the Administration office, assisting with their duties as required
- Adhere to the OMVC Employee Code of Ethics & Personal Conduct
- Perform other duties as appropriately assigned by the Finance Manager

Application Deadline: July 26, 2024 @ 4:30pm

How to Apply: Please submit cover letter and resume to reception@omvc.ca or in-person at the Band Office.

Subject line must read: ACCOUNTS PAYABLE CLERK POSTING

Pursuant to section 41 of the B.C. Human Rights Code, preference may be given to applicants of Aboriginal Ancestry.

Only applicants to be interviewed will be contacted.

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