



McLeod Lake Indian Band

General Delivery, McLeod Lake, BC V0J 2G0
Main Office (250) 750-4415 Fax: (250) 750-4420

Accounts Payable/ Payroll Clerk

McLeod Lake Indian Band (MLIB) is seeking a motivated individual to be part of the Finance Team. The preferred candidate would be experienced in both payroll and accounts payable functions, but the company may consider an applicant with solely an accounts payable background. The AP/Payroll Clerk will report to the Finance Director or delegate.

Key Responsibilities

- Perform and organize the complete accounts payable cycle and the maintenance of accounts payable files and adhere to payment schedules and deadlines,
- Maintain an accurate filing system,
- Prepare spreadsheets as required by team members,
- Prepare reports as required,
- Assist with fiscal year end and the yearly audit,
- Ensure the accuracy of batch totals and the accuracy of output,
- Respond to inquiries about accounts and ensure accuracy of batching,
- Fill in for finance staff when requested.

Education and Experience

- Knowledge of Generally Accepted Accounting Principles and the ability to apply them,
- Must have a minimum of two years' experience in a related field,
- Knowledge of ACCPAC Advantage Series Sage 300 software considered an asset,
- Must demonstrate skills in computer software applications, specifically MS Office programs Excel and Word,
- Two-year Business and/or Accounting Certificate or Diploma,
- Must have excellent organizational, interpersonal and communication skills,
- Previous experience working with First Nations will be considered an asset,

The position will be located at the offices of McLeod Lake and will require in-person work. Transportation will be provided from Prince George or Mackenzie.

We thank all applicants for their interest in MLIB, however, only those applicants selected for further consideration will be contacted.

Please submit resumes and cover letters to:

Attention: HR Advisor

Email: hrdept@mliib.ca

Posted: April 11, 2024

Only those chosen for an interview will be contacted. No phone calls please