



**MUSKODAY FIRST NATION**  
**Job Opportunity**

**Full-Time Accounts Receivable Finance Clerk**

**Reports To:**

MFN Chief Financial Officer

**Job Summary:**

The Finance Clerk, under the direction of the MFN Chief Financial Officer, will primarily be responsible for providing timely data entry for accounts receivable, accounts payable, budgets, payroll duties and achieving reporting deadlines.

**Competencies:**

Accountability	Attention to Detail
Communication	Cooperation
Decision making and Judgment	Organization
Professionalism	Time Management

**Job Duties:**

- Maintain an accurate and complete trail of supporting documentation for all activities;
- Act as the first line contact with vendors or clients regarding billing problems;
- Advise on the content and accuracy of financial reporting;
- Ensure that all month-end financial duties and resulting financial reporting is completed in a timely and accurate manner;
- Record all business transactions, process accruals and adjustments, reconcile accounts, and prepare monthly, quarterly, and annual accounting and financial statements;
- Maintain year-end working papers and spreadsheets, and assist with preparation for any internal or external audits or independent reviews being conducted;
- Prepare bank reconciliations;
- Process and enter invoices for payment, match invoices with purchase orders, and check for accuracy;
- Accounts receivable and accounts payable on a timely manner;
- Ensure all funding reporting requirements are met;
- Organize filing of all appropriate documents;
- Prepare monthly submissions for accounting and monthly remittances.

**Job Requirements:**

- Degree or diploma in business, finance, accounting, or a related field;
- Two or three years of experience in a finance position;
- Knowledge of accepted accounting rules, practices, tax laws, and reporting requirements;

- Ability to read, understand, and calculate financial figures such as discounts, interest rates, proportions, percentages, and taxes;
- Basic knowledge of accounting systems (particularly Sage 50 and Sage Intacct), budgets, and internal controls;
- Meticulous with numbers;
- Demonstrated time management skills;
- Ability to prioritize and manage conflicting demands;
- High level of integrity and excellent work ethic;
- Ability to work individually as well as part of a team.

### **Work Conditions:**

- Full-Time, 37.5 hrs/week;
- Salary range \$47,000 - \$52,000/year - dependent on experience and education;
- Interaction with customers/clients and the public at large.
- Extended periods of sitting.
- Operation of desktop computer.
- Working in a busy office environment with frequent interruptions.

### **Application Instructions:**

**Posting Ends: September 4th, 2024 - 4:30 PM**

Must submit a resume, cover letter outlining your qualifications and experience, and three (3) professional references to:

Ernie Dreaver– MFN Human Resources Officer **Email: [resume@muskodayfn.ca](mailto:resume@muskodayfn.ca)**

- ❖ *Muskoday First Nation appreciates the interest of all applicants; however, only those selected for an interview will be contacted.*
- ❖ *Late applicants will not be accepted.*