



# SURREY HEAD OFFICE ACCOUNTS PAYABLE CLERK POSITION OPENING

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Métis Nation British Columbia develops and enhances opportunities for our Métis communities by implementing culturally relevant social and economic programs and services. Through teamwork, respect, dedication, accountability, integrity, and professionalism MNBC strives to build a proud, self-governing, sustainable Nation in recognition of Inherent Rights for our Métis citizens.

## **PURPOSE**

The primary objective of the Accounting Clerk is to maintain the accounts payable system of MNBC. Performance objectives and standards are driven by the need for timeliness and accuracy.

## **RESPONSIBILITIES:**

### **Accounts Payable**

- Code invoices and payments into the Sage ERP Accpac System
- Assists in preparation of documents
- Assist with file monitors
- Assist in quarterly claims preparation
- Maintain all office and equipment leases and documents
- Ensure expenditures are approved and adequate supporting documentation is provided
- Prepare payments for travel claims and expenses
- Verify correct allocation of head office expenditures to the various departments and projects
- Code, enter and post invoices for non-regional expenses
- Prepare journal entries for proper allocations and miscellaneous items
- Maintain files and documents on all equipment and building leases
- Assist with month end preparations
- Prepare schedules for year-end processes and provide support to the external auditors
- Assist with maintaining the general ledger chart of accounts and the vendor lists
- Assist with the monthly and quarterly reports as required
- Process, issue and forward authorized manual and system cheques for signing
- Distribute cheques by mail or courier; maintain a record of all outgoing cheques
- Update vendor information in Accounts Payable as needed
- Set up and maintain all vendor files as needed
- Provide support to staff when necessary

## **KNOWLEDGE SKILLS & EXPERIENCE REQUIRED**

- Must have 1-2 years Accounting experience
- Accpac experience preferred
- Mature individual of professional presentation, with a combination of relevant experience
- Highly organized and detail orientation
- Able to clear a criminal record check
- Valid Class 5 Drivers License



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## Reporting

- Assist with month end reports as required
- Prepare detailed financial reports as needed
- Assist with the preparation of year-end working papers for year-end audits

## Major Challenges

- Coding to appropriate budgets
- Spreadsheets, computer screens, forms, significant volumes of data entry, telephone
- Deadlines and Accuracy

## Contacts:

### Internal Contacts:

- Primarily with the Director of Finance, Accounting Clerks; communicates with individual Head Office and regional staff in respect to accounts payable

### External Contacts:

- Vendors; requires courtesy

### Financial and Measurement Data

- Handles deposits as required case by case
- Enters considerable volume of data
- Codes and enters all purchase orders, invoices and vouchers

### Other Comments

- Other duties may be assigned as needed to ensure efficient operation of the organization

## To apply for this position please submit your application to:

Linda Koster  
Human Resources Manager  
Metis Nation British Columbia  
Email: [lkoster@mNBC.ca](mailto:lkoster@mNBC.ca)

**Deadline for applications: Friday November 16, 2018 3:00 p.m.**

*Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry.*