



**Piapot
First Nation**

General Delivery
Zehner, SK S0G 5K0
Ph: 306.781.4848
Fax. 306. 781-4853
piapotnation.com

Accounts Payable – One Full-Time Position Available

About Piapot First Nation

Piapot First Nation (PFN) is located northeast of Regina, with a population of approximately nine hundred members on reserve. Piapot controls lands which are comprised of over 19,000 hectares located throughout Saskatchewan. With an abundance of community programs, we take pride in our Nation, ensuring we maintain our cultural and spiritual teachings, which are of utmost importance in our daily operations.

Job Summary:

The Accounts Payable position is responsible for providing financial and administrative support with accounts payable, accounts receivable and bank reconciliation services in order to ensure effective, efficient and accurate financial and administrative operations in accordance with the Piapot Finance Policy manual and procedures.

The Accounts Payable position will report to the Finance Manager and will provide financial, administrative and clerical services to the finance department in an effective and efficient manner that will ensure that Piapot First Nation finances are accurate and up to date.

Responsibilities will include, but not limited to:

- Track purchase orders; issues purchase orders for various departments as needed.
- Verify, classify and record accounts payable data into SAGE 300
- Enter selected invoices for accounts payable with accurate allocations between divisions & departments.
- Prepare accounts payable cheques/electronic payments with proper approval.
- Review accounts payable reporting & ensure timely payment of invoices.
- Assist vendors & customers with questions related to accounts.
- Prepare and mail payments, data entry into an excel spreadsheet.
- Monitor & reconcile accounts in accordance with financial policy.
- Assists with accounts receivable & special projects, as required.
- Ensure the confidentiality and security of all financial files.
- Answer phone calls, take customer payments & balance cash in the Receptionist absence.
- Perform other tasks upon managements requests.
- Motivating & inspiring staff and facilitating personal growth.
- Ensuring high levels of productivity are maintained.
- Ensuring the highest levels of quality are met.
- Continuing training & seminars for continued skills improvement.
- Ensuring adherence to band policies.



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Qualifications:

- Minimum of 2 years' experience with accounts payable or equivalent education in accounting.
- Excellent communication skills with customers, vendors, management & co-workers.
- Ability to adapt to a changing environment and meet tight deadlines.
- Proficient in Excel & Word and strong ability to learn new accounting software programs.
- Strong attention to detail.
- Results driven.
- Mathematical aptitude.
- Self-motivated and confident.
- Highly organized and diligent.
- Exceptional interpersonal skills.
- Excellent written and verbal communication.

DEADLINE: Tuesday September 24th, 2024 @ 4:30 PM

If you are interested in applying for this position, please send a cover letter detailing your qualifications with your resume and three current work-related references to:

Email: hr@piapotnation.com

ATTENTION: Human Resources

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We thank all those that apply, however, only those that are selected for an interview will be contacted. Piapot First Nation relies on The Saskatchewan Human Rights Code to give preference in employment; therefore, please indicate your status on the cover letter.