



**Piapot
First Nation**

WE ARE HIRING
One Full-Time Position Accounting Clerk
Located on Piapot First Nation

JOB SUMMARY

The Accounting Clerk is responsible for supporting the day-to-day operations of the accounts payable and payroll function. This role involves processing invoices and payments, maintaining accurate financial records, and ensuring timely and accurate handling of vendor accounts. The successful candidate will demonstrate strong attention to detail, time management, and ability to work in a fast-paced environment.

Responsibilities include, but not limited to:

- Process incoming invoices, verify accuracy, and enter into accounting software.
- Entering of payroll bi-weekly and/or monthly.
- Reconcile vendor statements and resolve discrepancies in a timely manner.
- Maintain accurate and organized accounts payable and payroll files and records.
- Respond to vendor inquiries and maintain positive vendor relationships.
- Assist with month-end closing and accruals related to accounts payable.
- Balance sub-ledgers (eg. Accounts payable) to the general ledger.
- Remit source deductions to Canada Revenue Agency (CRA).
- Remit pension and group insurance payments.
- Support audit requests by providing necessary documentation.
- Requirement to work during office closures from time-to-time as per operational requirements.
- Other related duties as assigned.

Qualifications & Skills:

- High school diploma or equivalent; post-secondary education in accounting or finance preferred.
- 1–2 years of experience in accounts payable or related financial role.
- Proficiency with accounting software (e.g., QuickBooks, SAP, Oracle) and Microsoft Office, especially Excel. Experience in SAGE 300 would be a definite asset.
- Excellent attention to detail and accuracy.
- Strong numerical aptitude and data entry skills with high accuracy.
- Strong analytical and problem-solving skills.
- Ability to work independently and meet deadlines.
- Excellent verbal and written communication and interpersonal skills.
- Effective organizational, time management and stress management skills.

The Piapot First Nation offers great benefits and pension plan for all employees.

DEADLINE: Friday, May 1, 2026 @ 4:30 PM

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

EMAIL: hr@piapotnation.com

**Attention: Human Resources Piapot First Nation
General Delivery, Zehner, SK S0G 1K0**

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.