



**Piapot
First Nation**

General Delivery
Zehner, SK S0G 5K0
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piapotnation.com

We're Hiring Accounts Payable & Payroll Clerk Full-time Permanent Position

Job Summary

We are currently seeking an Accounts Payable & Payroll Clerk to join Piapot First Nation. The Accounts Payable & Payroll 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 will include, but not limited to:

- Process incoming invoices, verify accuracy, and enter into accounting software.
- Processing of payroll bi-weekly and/or monthly.
- Prepare and process weekly payment runs (e.g., checks, EFTs, wire transfers).
- 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.
- Ensure compliance with company accounting policies and procedures.
- Collaborate with other departments regarding invoice approvals and payment issues.
- Remit source deductions to Canada Revenue Agency (CRA).
- Remit pension and group insurance payments.
- Support audit requests by providing necessary documentation.
- Assist in coordinating and planning community events as requested.

Qualifications and 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.

- 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.

DEADLINE: Friday, August 21, 2026 @ 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

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.