



The MISSISSAUGAS OF THE CREDIT FIRST NATION
is accepting applications for the full-time, permanent position of

“Accounts Payable Officer”

Closing Date: February 28th, 2019 at 12:00pm

Job Summary:

To ensure the responsible operations of the accounts aspects within the Financial Department are delivered in an accurate, efficient and effective manner, by ensuring all accounts payable financial activities of the Mississaugas of the Credit First Nation Council and Administration are fully accounted for and documented in a proper manner.

Educational Qualifications/Minimum Requirements

- Diploma in Accounting plus 3 years' experience
OR a Certificate in accounting or bookkeeping plus 5 years' experience
OR a comparable combination of education and experience relevant to the position
- Solid background in computers with specific knowledge of ACCPAC Modules, plus Microsoft Excel, Word and Outlook.
- Results of a current criminal reference check
- Willingness to cross train in Accounts Receivable and Payroll

Salary: \$40,297.50 - \$56,821.50

Please submit your cover letter, resume, proof of educational qualifications and three current references to:

The Mississaugas of the Credit First Nation
Attention: Personnel Committee
2789 Mississauga Road
RR#6 Hagersville, ON
NOA 1H0

Applications will also be accepted by fax at 905-768-1225 or via email at the address listed below.

A detailed job description is available at the Admin Building or by email at Kerri.King@mncfn.ca

Miigwech to all who apply, only those candidates selected for an interview will be contacted.