



The MISSISSAUGAS OF THE CREDIT FIRST NATION
is accepting applications for the full-time, permanent position of
“Accounts Payable Officer”

Closing Date: Thursday June 30, 2022 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 New Credit First Nation Council and Administration are fully accounted for and documented in a proper manner.

Qualifications

Education and Experience

- 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

Knowledge

- Solid background in computers with specific knowledge of ACCPAC Modules, plus Microsoft Excel, Word and Outlook.

Skills/Abilities

- High level of integrity, confidentiality, and accountability
- Effective attention to detail and high degree of accuracy
- Solid understanding of basic bookkeeping and accounting payables principles.
- Strong communications skills
- Ability to work independently and with the public
- Ability to multi-task and work productively in some stressful situations

Other Requirements

- Results of a current criminal reference check
- Williness to cross train in Account Receivables and Payroll

Assets

- Working knowledge of the legislation, policies and regulations that impact the First Nation

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 stephanie.laforme@mncfn.ca

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