



The MISSISSAUGAS OF THE CREDIT FIRST NATION

is accepting applications for the position of

**Accounts Receivable and Accounts Payable Clerk**

Closing Date: open until filled

**Job Summary:**

The purpose of the Accounts Receivable and Accounts Payable Clerk is to ensure the responsible operations of the receivable and accounts payable aspects within the Financial Department are delivered in an accurate, efficient and effective manner by:

- Entering all data in to Sage 300 and making sure all banking, loans, accounts receivable and accounts payable financial activities of the MCFN Council and Administration are fully accounted for and documented in a proper manner and are accurate and up to date.

**Education and Experience**

- Diploma in Accounting plus 2 years of experience
- Or Certificate in accounting plus 3 years of experience
- Or a comparable combination of education and experience relevant to the position

**Knowledge**

- Solid background in computers with specific knowledge of ACCPAC for Windows, Microsoft Excel and Word
- Working knowledge of the legislation, policies and regulations that impact the First Nation would be considered an asset

**Skills/Abilities**

- Strong, effective communication skills and excellent interpersonal skills
- Bookkeeping skills
- Analytical and problem solving skills
- Decision-making skills
- Very effective organizational skills
- Ability to maintain confidentiality concerning financial files
- Ability to maintain a high level of accuracy in preparing and entering financial information
- Ability to multi-task and work productively in some stressful situations
- Ability to work independently and with the public
- Sound work ethic
- Ability to lift 30 lbs

**Other Requirements**

- Must provide a Criminal Reference Check with satisfactory results

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

Hagersville, ON

N0A 1H0

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

A detailed job description is available at the MCFN Admin Building or by email at [HRClerk@mncfn.ca](mailto:HRClerk@mncfn.ca)

**Preference will be given to Indigenous applicant. Self-identification is encouraged.**

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