



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

Closing Date: Thursday August 14, 2025, at 12:00pm

**Job Summary:**

The Accounts Receivable Officer supports the efficient, accurate, and timely financial operations of MCFN by managing all accounts receivable and banking-related activities. This includes overseeing revenue processing, maintaining accurate financial records, and reconciling accounts in accordance with established policies and financial controls

**Education and Experience:**

- Diploma in Accounting and minimum 2 years of related experience  
OR
- Certificate in Accounting and minimum 3 years of related experience  
OR
- A combination of education and experience deemed equivalent and relevant to the role

**Skills and Abilities:**

- Strong understanding of accounts receivable processes, cash handling, and account reconciliation
- Familiarity with ACCPAC (Sage 300) and Microsoft Office applications, particularly Excel
- Strong attention to detail and high degree of accuracy in financial data entry and reconciliation
- Effective communication and interpersonal skills
- Strong organizational and problem-solving skills
- Ability to work independently, manage multiple tasks, and maintain confidentiality
- Team-oriented with a strong work ethic and professionalism
- Proactively adapt to change while driving automation, streamlining processes, and promoting standardization
- Physically able to lift up to 30 lbs (e.g., file boxes)

**Assets:**

- Awareness of financial practices and legislation affecting First Nations is an asset

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 [HR.Clerk@mncfn.ca](mailto:HR.Clerk@mncfn.ca)

**Preference will be given to Indigenous applicants. Self-Identification is encouraged.**

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