



HIAWATHA FIRST NATION

EMPLOYMENT OPPORTUNITY

Job Number: 2025-22

Position Title: Accounts Receivable Clerk

Posting Type: Internal/External

Location: Hiawatha, ON

Duration: Full-time Permanent

Posting Closes/Deadline: November 6, 2025 at 11:59 pm

Tentative Interview Date: November 10-14, 2025

Salary Range: \$52,190-\$57,990 (35 hours/wk)

About Us:

Hiawatha is a vibrant First Nation community located on the beautiful north shore of Rice Lake. We are located approximately 20 minutes from Peterborough, ON and 45 minutes from Cobourg, ON. There are approximately 1050 registered citizens with approximately 245 residing in Hiawatha. In the summer months our population increases significantly. Hiawatha is an employer that prides itself on diversity and fairness, providing a progressive working environment that fosters culture, positivity and growth.

Position Summary:

The Accounts Receivable Clerk is responsible for the coordination of all billing activities, collections, and corresponding record management. The incumbent plays an increasingly proactive role in the financial coordination, collections, and arrears management in the organization, and is an integral part of the revenue creation process by ensuring accurate tracking of services rendered, timely invoicing, and strategic communication with both internal and external stakeholders.

The individual will be trained and must be capable of performing critical activities of the Accounts Payable Clerk, so that they can cover activities such as ensuring timely processing of all payments when that person is absent.

The incumbent must follow all policies and procedures and also observe and alert Finance Manager to any paperwork submitted that does not appear to adhere to HFN policies. The incumbent must follow the strategic plans of the organization, adhering to the HFN vision and values.

Reporting and Relationships:

This position will report to the Finance Manager and has no direct reports. This position will have to interact with other departments, government agencies, political-territorial organizations and citizens of Hiawatha.

Main Responsibilities:

- Process all billable revenue on a monthly basis, preparing and issuing all invoices;
- Review and validate all documentation relating to accounts receivable prior to issuing invoices;
- Certify that all billable revenue meets funding agreement parameters;
- Validate incoming payments for completeness, investigating any short payments;
- Respond to and investigate all billing questions from customers, clients, and proponents;
- Ensure that payments get expensed to the correct departments and functional codes;
- Coordinate with staff and external funders to tailor invoices to funder reporting requirements;
- Establish and manage systems for record keeping with respect to accounts receivable;
- Prepare quotes for services based on established rates provided by department managers;
- Report on aged receivables monthly, developing repayment plans for accounts in arrears;
- Support annual audit processes, by reconciling financial information and retrieving documentation;
- Maintain information collection systems for billing purposes, advising if additional data is required for specific funder reporting details, and re-designing systems to ensure the data gets collected;

- Collect and analyze timesheets, travel forms, registration data, and other records for discrepancies, inconsistencies, and completeness prior to billing customers, rectifying inaccuracies with staff;
- Manage invoicing for all activities including childcare registration, water utilities, room bookings, public and lands service fees, consultation, archaeology, charges on account, and other activities;
- Ensure that all ORRS point of sales data is reflected in the general ledger;
- Audit and verify the accuracy of financial reports and documentation for reserve-owned businesses
- Follow-up with vendors to ensure timely collection of accounts receivable, serving as the first point of contact to resolve payment and billing discrepancies;
- Notify managers of issues or in instances of continued non-payment to prevent service disruption;
- Consult Director of Finance on writing off any outstanding receivables believed to be uncollectible;
- Recommend improvements to reporting systems, support implementation to protect data integrity;
- Alert the Finance Manager of suspicions of fraud, and any other contradictions to policy;
- Accept cash deposits from ORRS, ensuring secure storage in safe deposit box;
- Accept cash and cheque payments on behalf of HFN, issuing receipts for any payments received;
- Reconcile all cash and card deposits, recording in A/R until they are deposited into the bank;
- Ensure weekly bank deposits are scheduled and picked up by Brinks;
- Oversee, replenish, and reconcile cash floats issued to program staff;
- Assist with the finance orientation of new staff, maintaining finance guidelines with respect to A/R;
- Provide advice and assistance to all HFN employees and managers, in the area of finance;
- Monitor and uphold staff compliance with finance policies & procedures and accounting principles;
- Ensure that financial paperwork is received and processed accurately and in a timely fashion;
- Review submissions for accuracy, ensuring invoice and other documentation details match;
- Follow up with staff and/or their supervisors for unreconciled matters;
- Escalate employee patterns of non-compliance to managers and/or HR as appropriate;
- Review incoming forms for accuracy in details including addition, matching of information with invoice or supporting documentation and GL account;
- Review capacity agreements to ensure billing complies with allowable expenditures and timelines;
- Provide up-to-date financial information to staff and Council, and help with accounting corrections;
- Ensure accounting principles, funding arrangements, and other requirements are being upheld;
- Assist managers in preparing financial reports, funding submissions, and budgets
- Design and engineer new processes, templates, and guidelines to meet staff and manager needs;
- Devise and escalate necessary policy-related changes pertaining to finance as appropriate;
- Ensure that financial documents are kept secure in accordance with the appropriate legislation;
- Maintain financial documentation, keeping it up to date at all times;
- Handle incoming and outgoing communications with vendors;
- Participate on committees and in working groups as requested by supervisor or Council;
- Other duties as assigned.

Requirements:

- Post-Secondary diploma in Business Administration, Finance or another related field;
- Minimum three years' relevant experience; or
- A combination of education, training or work experience which Hiawatha deems to be equivalent
- Experience in a First Nations setting preferred
- Must provide a clear CPIC (documentation will be required if successful applicant)
- Valid Driver's License and vehicle

Knowledge, Skills and Abilities:

- Experience with computer programs (i.e. Microsoft Office, email, etc.)
- Experience with accounting software; prior experience with Sage 300 specifically, is an asset
- Experience with common office equipment and working in an office environment
- Knowledge and understanding of federal programs, accounting principles and relevant legislation
- Proven problem identifying and problem-solving skills
- Ability to work within tight deadlines
- Ability to work as an individual and as part of a team
- Ability to deal with clients, vendors and coworkers using utmost tact and diplomacy
- Knowledge of Indigenous histories (i.e. residential school, sixties scoop, colonization & impacts)

- Well developed interpersonal, public relations and relationship building skills
- Excellent organizational, time and file management skills
- Ability to maintain strict confidentiality
- Ability to liaise with stakeholders
- Ability to speak to groups

Behavioural Competencies:

- Empathetic and non-judgemental
- Honest, respectful and trustworthy
- Indigenous-centered service approach
- Results Oriented
- Personal Effectiveness
- Dedication to continuous learning and self-improvement
- Demonstrate sound work ethic
- Demonstrate keen attention to detail
- Proven ability to work with people of diverse education, cultural and language backgrounds

Working Conditions:

- Extended periods of sitting and concentration
- Interaction with employees, management and the community
- May have to deal with upset clients from time to time
- Occasional overtime or work in the evenings may be required

Application Process:

If you are interested in this opportunity and possess the above list of qualities and requirements, please forward your resume and cover letter via mail, email, or in person to:

By Mail: Hiawatha First Nation
431 Hiawatha Line
Hiawatha, ON
K9J 0E6
ATTN: Zachary Friar, HR Coordinator

By email: hr@hiawathafn.ca

For more information please contact Zachary Friar at (telephone) 705-295-4421 ext. 209 or (email) hr@hiawathafn.ca

To find out more about Hiawatha First Nation, please visit our website at www.hiawathafirstnation.com

- The tentative interview date(s) are subject to change and are posted for planning purposes only*
- Hiawatha is grateful for all who show interest in our First Nation and take the time to apply, however, only those chosen for an interview will be contacted*
- Late applications will not be considered*
- Hiawatha is an equal opportunity employer, as well, Hiawatha references Canada's Aboriginal Employment Preferences Policy*
- Internal postings are for current staff and citizens of Hiawatha, Internal/External postings will give preference to internal applicants first*

We, the Mississaugi of Hiawatha First Nation, are a vibrant, proud, independent and healthy people balanced in the richness of our culture and traditional way of life.