



## Ontario Aboriginal Housing Services

**Position: Accounts Payable Clerk      Closing: (applications will be continued to be received until position is filled)**

**Term: Full-time (35 hours/week) Contract Position (1-year)**

Ontario Aboriginal Housing Services (OAHS) provides safe and affordable housing for urban and rural Aboriginal people in Ontario. Our Vision is “to lead the design, development and delivery of sustainable and culturally appropriate housing that promotes excellence in the Aboriginal community and organizational infrastructures”.

Housing Services are provided throughout the province by over 75 Team Members as well as a wide range of Partners including Indigenous Organizations, Community Organizations, Governments (Municipal, Provincial, Federal), and Private Sector. Our Main Office and Service Centre is located in Sault Ste. Marie and we have Satellite Service Centres in Dryden, Peterborough, and Hamilton. Services provided include:

- Property management of over 2300 subsidized and unsubsidized housing units;
- Provision of an assisted homeownership program providing down payment and home purchase assistance;
- Provision of an assisted homeowner repair program;
- Supportive housing services for community members;
- Planning and development of new housing; and
- Program management, program development and title services to local community organizations.

Founded in 1994, OAHS provides housing services to both Indigenous and non-Indigenous people. OAHS is governed by representatives from three Indigenous organizations in Ontario – the Ontario Federation of Indigenous Friendship Centres, Ontario Native Women’s Association, and the Métis Nation of Ontario. Learn more at [www.OntarioAboriginalHousing.ca](http://www.OntarioAboriginalHousing.ca)

We are currently seeking an **Accounts Payable Clerk** for our office located in **Sault Ste. Marie, Ontario**. As the **Accounts Payable Clerk**, you will be an integral part of the Finance Department, working under the direction of the Finance Supervisor. You will be responsible for inputting and processing invoices for approval, processing payments through the Business Management System (BMS) and preparing bank reconciliations.

**Duties and responsibilities will include, but not limited to, the following:**

- Support OAHS’s mission and vision and make significant contributions to the achievement of the corporate strategic plan;
- Receive, generate G/L coding and enter accounts payable invoices into the accounting system;
- Ensure review and authorization of accounts payable invoices prior to entry to the accounting system;
- Prepare all payment disbursements and G/L postings as per company policies;
- Match payment to cheque and/or EFT’s and obtain authorization to release for payment, then submit all cheques and EFT’s for authorized signature or token to payee;
- Generate reports showing status of payments;
- Maintain hard copy/electronic filing for all transactions;
- Research and resolve invoice discrepancies and issues, maintain vendor files, and correspond with and respond to vendor inquiries;
- Prepare bank reconciliations and provide supporting documentation for annual audit.
- Other duties as required.

**The successful candidate will have the following qualifications and skills:**

- Knowledge of and appreciation for Indigenous culture and demonstrated values that focuses on assisting people;
- Completed post-secondary diploma or in 3<sup>rd</sup> year of a degree program or diploma in related field, or equivalent work experience;
- Minimum 1 year of experience would be an asset;
- Demonstrate an understanding of accounting with previous office/administrative experience;
- Ability to work independently within a team environment, with a focus on quality and accuracy;
- Excellent problem-solving skills and the ability to use sound judgment;
- Demonstrate the ability to communicate both written and orally using multiple channels with a variety of stakeholders both internal and external to the organization;
- Ability to prioritize workload and meet deadlines;
- Strong interpersonal skills, organizational and analytical skills;
- Experience with Windows-based accounting system would be an asset;
- Good working knowledge of Microsoft Word, Excel, Outlook.

**Conditions of Employment**

- Ability to travel as required (limited);
- Ability to work varying hours/days.
- Valid CPIC Clearance (Criminal Records check)
- References
- Current, valid Ontario Driver's Licence and safe driving record (preferred)

**Compensation:**

In return for your ongoing excellent performance, strong work ethic, and commitment to our vision, mission, values, strategic plan, and the people we serve, Ontario Aboriginal Housing Services offers a comprehensive compensation package. This comprehensive compensation package includes:

- Challenging and fulfilling work; an inclusive and supportive team; and a work environment steeped in and guided by Indigenous culture;
- Comprehensive medical & dental benefits;
- Additional paid holidays (in addition to statutory holidays) include Louis Riel Day, National Indigenous Peoples Day, Remembrance Day, and Family Day;
- Opportunity for cultural, educational and other approved leaves;
- Supported training opportunities for personal and professional development while reciprocally enhancing organizational capacity; and
- A competitive salary with a range of \$32,500.00 to \$45,600.00.

Please note that you are encouraged to apply early as interviews will be scheduled as applications are received.

- Email to [HRSSM@oahssc.ca](mailto:HRSSM@oahssc.ca)

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*In meeting the objectives and vision of the organization, preference will be given to qualified individuals of First Nation, Metis, or Inuit ancestry, and are asked to self-identify on their cover letter.*

*This competition is open to internal and external candidates with the possibility of Secondment for internal candidates. The continuation of this position is subject to funding renewal.*

*Ontario Aboriginal Housing Services welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Ontario Aboriginal Housing Services also welcomes and supports diversity including people who identify as LGBTQ2S+.*

We thank all candidates who choose to apply, however, only those selected for an interview will be contacted.

**For the Health and Safety of employees, all new employees are required to be fully vaccinated against COVID-19 as a condition of being hired by OAHS. For clarity, fully vaccinated means two doses of the COVID-19 vaccine and that at least 14 days have elapsed since completion of your vaccine series. OAHS will require proof of full vaccination prior to an employee's start date.**

**OAHS' requirement that successful applicants be fully vaccinated is subject to any accommodation obligations it may have under the Ontario Human Rights Code.**