



## Ontario Aboriginal Housing Services

**Position:** Accounts Payable Clerk

**Closing:** Posting will remain open until the position is filled

**Term:** Full-Time (35 hours per week) 1-year contract \*possibility for extension dependent on funding

**Salary Range:** \$35,400 to \$41,572

Our Vision is “to lead the design, development, and delivery of sustainable and culturally appropriate housing that promotes excellence in the Indigenous community and organizational infrastructures.”

We are currently seeking an **Accounts Payable Clerk** for any of our offices located in **Dryden, Sault Ste. Marie, Hamilton, and Peterborough.**

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.

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

**Application URL:** <https://careers.risepeople.com/ontario-aboriginal-housing-support-services-corporation/en>

***In meeting the objectives and vision of the organization, preference will be given to qualified individuals of First Nation, Métis, or Inuit ancestry and 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.**

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

*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+.*

### **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;
  - \$1000 Health Spending Account + \$1000 Wellness Spending Account per employee
  - 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;
  - A competitive salary in pay band B4 with a range of \$35,400 to \$41,572

**Duties and responsibilities will include, but not be 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 EFTs and obtain authorization to release for the payment, then submit all cheques and EFTs for authorized signature or token to the payee;
- Generate reports showing the 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 audits;
- Other duties as required.

**To qualify for this role, 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 3rd year of a degree program or diploma in a related field, or equivalent work experience;
- 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;
- Strong interpersonal skills, organizational and analytical skills;
- Experience with Windows-based accounting systems would be an asset;
- Good working knowledge of Microsoft Word, Excel, and Outlook.

**Conditions of employment:**

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

**Working Conditions and Physical Capabilities:**

- Ability to sit at a desk for extended periods of time during the workday;
- Ability to use office equipment and computer software programs; and
- Ability to lift up to 20lbs.