



JOB DESCRIPTION

POSITION TITLE	Accounts Payable Clerk	STATUS	Full-Time, Indeterminate
DEPARTMENT	Department of Finance	LEVEL	5
SUPERVISOR	Director of Finance	REVISED	November 24, 2025

Job Overview

The Accounts Payable Clerk is responsible for processing invoices and payments in an accurate and timely manner. This includes matching purchase orders to invoices, preparing cheque runs, reconciling accounts, maintaining vendor and filing records, and processing credit card payments. The Clerk responds to inquiries, supports audit requirements, assists with employee travel claims and garnishee payments, and works with other Department staff to ensure financial records are accurate. The position also provides backup support for accounts receivable and payroll.

Main Duties and Responsibilities

1. Process, administer and monitor FNNND's accounts payable by:

- processing invoices for payment by matching purchase orders with invoices, ensuring coding, approvals and extensions are accurate and in compliance with finance policy and procedures, and providing copies to appropriate staff for recording and reporting purposes;
- posting to accounts payable ledgers and ensuring cheque runs are done on a timely and consistent basis;
- reconciling accounts payable accounts, the Northern Travel Allowance account and maintenance garnish account monthly;
- processing accounts payable payment batches on a weekly schedule and distributing cheques;
- maintaining updated vendor files and other related filing records;
- responding to inquiries regarding accounts payable and resolving related issues;
- ensuring the accuracy of and processing requisitions for employee travel expenses, with proper backup documentation attached;
- maintaining the Delegation of Authority for employees with purchase order authorities;
- updating an electronic inventory of all contracts by recording payments and maintaining a running balance of funds remaining to be disbursed;
- maintaining spreadsheets and budget-tracking tools for contracts and departmental programs to monitor expenditures against approved budgets, and flagging variances or spending issues;
- liaising with the Accounts Receivable Clerk to resolve issues, as required;
- ensuring garnishee payments are made on schedule; and
- processing and reconciling credit card payments.

2. Other duties:

- coordinating medical travel bookings and documentation for Citizens, including confirming eligibility, processing claims and ensuring required approvals and receipts are attached;
- serving as a back up for other Department of Finance positions (accounts receivable, payroll) during staff absences;

- assisting with creating and updating finance forms and templates;
- contributing to periodic reviews and updating of FNNND's policies, procedures and processes.
- other related duties as assigned.

Education and Experience

- completion of Grade 12, supplemented by a diploma, coursework or knowledge of bookkeeping or accounting, along with six months of experience working in a computerized finance or accounting office; an equivalent combination of education, knowledge, skills and experience may be considered;
- demonstrated working knowledge of electronic financial databases;
- demonstrated experience with financial tracking spreadsheets and budget monitoring tools;
- good working knowledge of financial procedures and processes;
- understanding of Generally Accepted Accounting Principles (GAAP) an asset;
- proficiency with Microsoft 365, including Word and Excel;
- experience coordinating medical travel or related travel administration is an asset;
- knowledge of FNNND culture, governance and community is an asset; and
- pass a Criminal Records Check.

Management and Interpersonal Skills

- able to keep clear, accurate records and stay on top of details.
- able to juggle competing priorities and manage time well when things get busy.
- strong organizational skills and able to stay focused and on track.
- excellent records management skills.
- experience managing conflict and resolving issues professionally and calmly.
- able to handle confidential or sensitive information appropriately.
- reliable and steady, with good judgement and a strong sense of ethics when making decisions.
- good people skills, able to communicate clearly in person and in writing.
- strong customer service skills.
- use of tact and good judgement.

Direction, Impact and Accountability

The incumbent:

- reports to the Director of Finance, who sets the overall goals and expectations for the position;
- works independently day-to-day with minimal supervision and in accordance with FNNND legislation, finance and personnel policies, established procedures and best practices;
- follows Generally Accepted Accounting Principles (GAAP) in all accounts payable functions;
- provides accurate information and guidance to departments, staff and Citizens on accounts payable matters;
- seeks direction from the Director when issues fall outside established procedures or require clarification;
- works in a busy environment with frequent interruptions and shifting priorities;
- understands that errors or missed deadlines may result in complaints to the Department or Council, dissatisfied Citizens, concerns from vendors or contractors, potential impacts to FNNND's reputation and financial consequences (which may include late penalties, interest charges, inaccurate payments, service refusals, unrecoverable losses or incorrect financial reporting).

Working Conditions

The incumbent:

- works in an open office setting with frequent interruptions while handling detailed and time-sensitive financial documents and spreadsheets;
- deals with recurring deadlines and shifting priorities, particularly during budget preparation, audit periods and month-end or year-end reporting;

- may need to work modified or flexible hours to meet mandatory deadlines;
- regularly interacts with employees from other departments and with Citizens, requiring strong customer service skills;
- may work with individuals who are frustrated or dissatisfied, and must respond professionally and calmly using conflict management techniques;
- may experience stress when required financial information is not submitted on time and delays reporting or payment processes; and
- may be required to travel up to two times per year for training or conferences.

Key Personal Contacts and Contact Nature

Director of Finance	Direct supervisor. Receives direction, information exchange, seeks clarification and refers unusual problems or issues as required, provides financial reports.
Finance Staff	Teamwork, collaboration and mutual support, information exchange, assistance and coverage support as required.
Other FNNND Departments	Liaison, information exchange, assistance, enquiries, follow-ups, advice and instructions on financial policies, procedures and processes.
Vendors and Suppliers	Verify information, resolve discrepancies, concerns, process/reconcile accounts, negotiate discounts, explain FNNND financial processes and policies.
Auditors	Preparations and provide requested information and support during audits.
Financial Institutions	Maintain professional rapport as FNNND representative.
FNNND Citizens	Information exchange, address enquiries, explain payments, resolve concerns, explain FNNND financial policies, procedures and processes.

Supervised Employees

none