



First Nation of Na-Cho Nyäk Dun EMPLOYMENT OPPORTUNITY

COMPETITION #: 9130-25-701-22

Position: ACCOUNTS PAYABLE CLERK

Department: Finance

Location: Government House, Mayo, Yukon

Status: Regular Indeterminate

Hours: 75 Hours Bi-Weekly

Posting Date: December 19, 2025

Closing Date: January 9, 2026

Job Description: <https://www.nndfn.com>

THE OPPORTUNITY

This is an opportunity to provide accounts payable services and other financial transactional processes to FNNND employees and citizens. This includes processing invoices and payments in an accurate and timely manner matching purchase orders to invoices, preparing cheque runs, reconciling accounts, maintaining vendor and filing records, and processing credit card payments. Responding 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.

THE PERSON

This position requires an individual who is genuinely interested in the development and implementation of good accounting practices. The person must be able to maintain an unbiased approach towards employees and citizens and comply with applicable Finance and FNNND policies, procedures and processes. This person must be able to gain credibility with others and be able to maintain strict confidentiality.

QUALIFICATIONS

This person will have good communication, coordination and organizational skills in fulfilling duties with a Grade 12 diploma and/ or GED equivalent, 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. Knowledge of FNNND culture, governance and community is an asset

You must be familiar with the use of standard office equipment and computer skills (i.e. MS Office, Adagio software is an asset).

If you do not possess all the requirements for hire into a position, there may be opportunity for training.

ANNUAL SALARY RANGE: \$ 65, 745.00 - \$ 86, 596.00 Annually [\$ 33.60 - \$ 44.26 /hr]

The FNNND offers a competitive benefits package including shared pension contributions, extended health, and dental plan.

If you are interested in this opportunity, please send cover letter and resume to:

Ronalda Moses

A/ Director, Human Resources & Capacity

First Nation of Na-Cho Nyäk Dun

Box 220, Mayo, Yukon Y0B 1M0

E-mail: hr@nndfn.com

Phone: 867-996-2265 ext. 121

Please note: In order for your application to be considered you must be a permanent resident of Canada. Preference will be given to First Nation of Na-Cho Nyäk Dun Citizens. Although we thank all those who apply only those selected for further consideration will be contacted.