



JOB DESCRIPTION

POSITION TITLE	Accounts Payable Clerk	STATUS	Full-Time, Indeterminate
DEPARTMENT	Department of Finance	LEVEL	5
SUPERVISOR	Director of Finance	REVISED	October 19, 2026

Context Statement

As an order of government in Canada, FNNND has the authority and responsibility to manage lands and resources within its Traditional Territory for the benefit of present and future generations, in accordance with the FNNND Final Agreement, Self-Government Agreement and FNNND Constitution.

Job Overview

Reporting to the Director, Finance, this position performs full cycle transactional payroll, which includes year-end, T4's, T4A's, reporting, journal entries, reconciliations and general ledger work. This also includes bi-weekly payroll, weekly honoraria, student monthly living allowance, social assistance payments and elders' pension. The Finance Department provides services to FNNND staff, social assistance clients, students, Council members and Committee members amongst other duties. This position provides opportunities for the successful candidate to learn in other areas of the finance department.

Main Duties and Responsibilities

- Ensure compliance with all Federal and Territorial legislation.
- Process honoraria weekly; payroll bi-weekly, student living allowance, social assistance payments and Elders' pension, monthly.
- Reconcile between the statements from the CRA, the general ledger balances, and the Pay Dirt payroll package on a monthly basis.
- Track SunLife benefit deductions, ensure employees are paying accurate premiums.
- Ensure the Manulife Pension deductions are entered correctly.
- Ensure to follow court ordered garnishment and maintenance deductions.
- Provide CRA payroll remittance and pension data to Accounts Payable Clerk to process timely.
- Liaison and work with employees, supervisors, directors, Council, government agencies and auditors (ROE, Canada Labour Code, Revenue Canada, and HRDC for EI, WCB etc.)
- Track employee leaves such as time-in-lieu, vacation, sick, severance, Northern Travel Allowance (NTA).
- Provide assistance with payroll information in preparation for the auditor.
- At year end, close and prepare T4 and T4A.
- Process Records of Employment (ROE).
- Request, clarify and maintain records (source documents) such as letters of hire, hiring forms, payroll timesheets, pay stubs, payroll journal, severance pay records.
- Retrieve Payroll data exports to the general ledger.
- Collect accounts receivable for Staff deductions.
- Cross train between accounts receivable and accounts payable.
- Coordinate efforts with Human Resources department as required; and

- Other duties as required.

Education and Experience

- Completion of Grade 12, supplemented by a diploma, coursework or knowledge of bookkeeping, accounting, and payroll administration 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.
- Payroll Association Certification (i.e. Payroll Compliance Practitioner) an asset – must be willing to attain.
- Demonstrated working knowledge of electronic financial databases.
- Good working knowledge of financial procedures and processes, including Generally Accepted Accounting Principles (GAAP).
- Proficiency with Microsoft 365 (Word, Excel, Outlook).
- Knowledge of FNNND culture, governance and community is an asset.

Management Skills

- Strong time management skills.
- 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.

Interpersonal Skills

- Good people skills, able to communicate clearly in person and in writing.
- Strong customer service skills.
- Able to use tact and good judgement.

Direction/Decision-Making

While the Director of Finance sets the overall goals, priorities and expectations for the position, the incumbent works independently day-to-day with minimal supervision and in accordance with FNNND legislation, finance and personnel policies, established procedures and best practices. The incumbent seeks direction from the Director when issues fall outside established procedures or require clarification.

Impact and Accountability

The incumbent provides accurate information and guidance to departments, staff and Citizens on payroll administrative matters. Errors or missed deadlines may result in complaints to the Department or Council, dissatisfied Citizens, potential impacts to FNNND's reputation and financial consequences.

Working Conditions

The incumbent works in an open office setting with frequent interruptions while handling detailed and time-sensitive financial documents and spreadsheets, and deals with recurring deadlines and shifting priorities, particularly during payroll preparation, pay periods and reporting. The incumbent may need to work modified or flexible hours to meet mandatory deadlines and regularly interacts with employees from other departments and with Citizens, requiring strong customer service skills. The role involves dealing with individuals who are frustrated or dissatisfied, and the incumbent must respond professionally and calmly using conflict management techniques. The incumbent may experience stress when required financial information is not submitted on time and delays reporting or payroll processes.

Key Personal Contacts and Contact Nature

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.
Employees	Liaison, information exchange, assistance, enquiries, follow-ups, advice and instructions on payroll policies, procedures and processes.
Auditors	Preparations and provide requested information and support during audits.
Financial Institutions	Maintain professional rapport as FNNND representative.

Supervised Employees

- None

Conditions of Employment

- Criminal Record Check
- Class 5 Driver's License with clear Driver's Abstract
- Willingness to undertake professional development

Amendments

This job description accurately reflects the present position, and may be reviewed and amended on a regular basis. Significant changes will be made following appropriate consultation.

Position Approval and Acknowledgements

Supervisor

I have reviewed the position (with the incumbent where applicable) and agree that this is an accurate reflection of the duties and responsibilities assigned to this position.

Incumbent

I have read the foregoing description and understand that it is a general description of the duties assigned to this position.

Supervisor

Incumbent

Date

Date

Department Director

Director of Human Resources

Date

Date