



**Join Our Team!**

## **LAKE BABINE NATION**

**Posted: November 15, 2021; Deadline: November 26, 2021**

### **ACCOUNTS PAYABLE CLERK III / ASSISTANT PAYROLL ADMINISTRATOR**

*The **Accounts Payable Clerk III** will be responsible for managing Lake Babine Nation accounts payable and maintaining appropriate financial documentation through an organized system of filing. Other responsibilities will include recording deposits to the General Ledger as well as processing payable and received cheques, GST calculation, aiding with annual audit working papers, ensuring the timely accurate invoicing and vouchering, updating the internal database and administrative duties related to finance and bookkeeping.*

*The **Assistant Payroll Administrator** is responsible for assisting in multiple financial activities relating to company bi-weekly payroll functions. This includes timely and accurate reporting of payroll data for the company employees. Other responsibilities include overseeing the journal entry preparation, reconciliations, and various other accounting functions. Integrity and strong attention to detail are crucial for this role.*

#### **RESPONSIBILITIES**

##### **Accounts Payable Clerk III:**

- Prepare incoming supplier invoices for payment:
  - Record, edit and post approved invoice and credit note batches into Xyntax Accounts Payable Module.
  - Establishes and manages vendor information.
  - Post and prepares payments for all routine billings such as hydro, telephone, WorkSafeBC, and Receiver General Statements
  - Liaises with the Finance Controller to coordinate invoice and billing payments
- Coordinate and execute the Lake Babine Nation purchase orders and cheque requisition system:
  - Liaises with LBN purchases authorities
  - Reviews all purchase orders to ensure they have been properly filled out
  - Posts purchases order amounts to the appropriate companies and departments
- Performs general accounting and other related duties such as:
  - Maintain an organized filing system of invoices/travel claims and cheque requisitions
  - Reconcile bank accounts
  - Distributes cheques to suppliers and/or employees
  - Participates in Professional Development training as directed by performance reviews.

##### **Assistant Payroll Administrator:**

- Working collaboratively with the Payroll Administrator and HR Director in carrying out the following duties within the Finance Department:
  - Implementation of Generally Accepted Accounting Principles (GAAP)
  - Calculate and post payroll deductions
  - Processes payroll deposits by EFT before established deadlines and issues statements of earnings and deductions
  - Process new employees, terminations, transfers and promotions
  - Prepare journal entries and forms, such as records of employment, income tax forms, T4s and remittances
  - Assist with developing, filing and maintaining payroll records
  - Attends Finance department meetings as required
  - Attends training as required

#### **QUALIFICATIONS**

- Post Secondary Degree or Diploma in Business Administration, Finance, Accounting or other related field
- Experience with Xyntax Accounting system an asset.
- Skills in verbal and written communication
- Experience with Microsoft Office 365
- Strong working knowledge of accounts payable and accounts receivable functions.
- Experience working with Indigenous peoples
- An understanding of the northern cultural and political environment.
- Competitive Salary Commensurate with experience

Philine West, *Human Resources Assistant*

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Successful candidates of short-listing will be contacted

**APPLY NOW!**