



**Nakiwin Azhiaaksen
Employment Opportunity
Accounts Payable Clerk**

The Wiikwemkoong Unceded Territory (WUT) Coordinated Financial Services Unit is accepting applications for the position of Accounts Payable Clerk. Reporting to the Accounts Payable Manager, the Accounts Payable Clerk is responsible for ensuring that assigned accounts payable activities are completed in accordance with specified objectives of the WUT Financial Unit. The responsibilities within this position are flexible and may be adjusted according to community needs and priorities.

RESPONSIBILITIES

- Retrieving incoming accounts payable invoices and statements and distribute to program managers.
- Receive approved invoices from program managers and verify accuracy.
- Process accounts payable documents in the accounts payable system.
- Verify invoice batch lists against source documents for accuracy.
- Process cheque runs for pick-up/mail-out to suppliers.
- Assists in establishing and maintaining effective business relations with WUT suppliers, clients, and personnel.
- Maintain and update vendor information.
- Ensure all accounts payable forms and sign out sheets are up to date and adequate.
- Assist with the annual financial audit.
- Follow internal control procedures and recommend improvements.
- Other related duties as required.

REQUIREMENTS

- Completion of a business administration program from a post-secondary institution and/or two years of experience in a computerized accounting environment.
- Working knowledge of computerized accounting software.
- Proficiency in Microsoft Office applications.
- Excellent communication skills.
- Ability to speak Anishnaabemowin or a willingness to learn.

Interested applicants, please submit your application with a cover letter, current resume, three work related references, one from the most recent employer, and copies of accreditations to:

Confidential: Accounts Payable Clerk

19A Complex Drive, P.O. Box 112

Wiikwemkoong, ON P0P 2J0

erc@wiikwemkoong.ca

Posting: November 26, 2025

Closing Date: Until Filled

We thank all those that apply, however only those selected for an interview will be contacted. There will be no return of submissions. Incomplete packages and late submissions will not be considered.

For a complete job description please send request to erc@wiikwemkoong.ca