



Nakiiwin Azheyaaksin  
*Employment Opportunity*  
(2) Accountants Receivable Clerk

The Wiikwemkoong Unceded Territory Co-ordinated Financial Services Unit is seeking interested applicants to fill the position of Accounts Receivable Clerk. Under the supervision of the Account Receivable Manager, this position will accurately process, track and collect payments, comply with WUT financial policies and support the AR Manager with their responsibilities.

The responsibilities within this position are flexible and may be adjusted according to community and organizational needs and priorities.

**Responsibilities:**

1. Perform day to day bookkeeping and clerical duties.
2. Maintain accurate and up to date accounts receivable records.
3. Maintain effective communication with WUT membership.
4. Maintain effective communication and coordination between the Accounts Receivable Department and WUT departments, personnel and management.
5. Perform all other related duties as required or assigned.

**Requirements:**

1. Secondary School Diploma
2. Completion of a business administration program from a recognized post secondary institution and/or one year of employment experience in a computerized accounting environment.
3. Proficiency in accounting software and computer applications (ex. ACCPAC, MS Excel, MS Word, etc.)
4. Excellent communication skills, both written and oral.
5. Excellent team player.
6. Ability to speak and understand the Anishnaabemowin is an asset.

**Salary:** Grade 4, Step 1 \$59,916.00

**Location:** On-Site

**Posted:** January 13, 2026

**Closing Date:** Until Filled

Interested applicants are asked to submit a letter of application, current resume, copies of applicable diplomas or degrees and contact information from three work-related references including current employer.

**Confidential: Accounts Receivable Clerk Position**

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Please submit copies as there is no return of submissions. Incomplete application will be accepted. Only those selected will be contacted.