

# Employment Opportunity

## Finance Officers (A/P) Full-Time, Term, 1-2 Positions

### Summary

Reporting to the Finance Manager, the Finance Officer administers the accounts payable (AP) accounts and information systems in a fast-paced, non-profit environment. The Finance Officer is responsible for general AP, Trade Payables, and Travel Expense Payables.

### Duties

Using Adagio for cheques and deposits, the Finance Officer is responsible for all aspects of accounts payable including:

- Verify and prepare travel advances and expense claims for employees and meeting participants.
- Verify and prepare flow through funding agreement payments.
- Match invoices to purchase orders/contracts and prepare supplier payments.
- Manage and disburse cash at meetings as required.

### Qualifications and Experience

- Degree/diploma in accounting.
- Three years' work experience in accounts payable, Adagio experience preferred.
- Member or candidate for accounting designation would be ideal.
- Must be bondable.
- Must provide a valid criminal reference check.

**The deadline for applications is September 13, 2019.**

**For more details including a complete job description, rate of pay and qualifications.**

**Please email inquiries to [jeffnelson@edu.knet.ca](mailto:jeffnelson@edu.knet.ca)**

**When applying please send your cover letter, resume and three (3) work-related references (manager or supervisor) to: [jeffnelson@edu.knet.ca](mailto:jeffnelson@edu.knet.ca)**

KOBE would like to thank everyone who applies, however, only those applicants considered for an interview will be contacted.

*Keewatinook Okimakanak Board of Education gives employment preference to aboriginal persons. Applicants wishing to be considered for aboriginal preference should indicate aboriginal descent in their cover letter.*