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Job Opportunity

KOBE Accounts Payable Specialist

Keewaytinook Okimakanak Board of Education is hiring an Accounts Payable Specialist. The successful candidate will be a self-starter with strong initiative and a positive attitude who reports to the Chief Financial Officer.

Job Type: Full-time
Schedule: Monday to Friday 8:30-4:30
Location: Thunder Bay, ON

Key responsibilities

- Full cycle Accounts Payable process
- Code invoices for input to accounts payable module
- Receive and verify incoming employee claims
- Batching of invoices for accounts payable module
- Process cheque runs and/or uploads of EFT payments for specific vendors
- Month end cutoff for accounts payable
- Vendor set up and maintenance
- Research payment status, resolve invoice discrepancies and issues, respond to AP calls/emails
- Correspond with vendors and employees regarding invoices and payment.

Required Experience & Skills

- Secondary School education preferred
- Minimum 2 years work experience in an accounts payable role
- Experience processing accounts payable in an inventory controlled environment, with numerous daily invoices, purchase orders, and packing slips
- Working knowledge in other areas of accounting such as accounts receivable, inventory and basic general ledger processes
- Ability to prioritize tasks
- Experience with accounting software
- Strong knowledge of Microsoft Office applications (Excel, Word), Office 365 skills
- High attention to details, strong communication, and organizational skills
- Reliable with focus on customer service
- Positive and professional attitude
- Ability to work independently and within a fast-paced high volume team environment with an emphasis on accuracy and timeliness
- Ability to work in an open concept office environment
- Working with First Nations People, the public and staff. fluency in Oji-Cree, Ojibwe or Cree an asset.

Compensation

Salary range \$60,000 - \$80,000 based on education and experience.

KOBE offers a Comprehensive Benefit Package.

Applicants interested in this position are welcome to submit their resume and cover letter with three recent professional references including your current supervisor and a letter of permission for KO Board of Education to contact these references to: jeffnelson@edu.knet.ca

As per policy, applicants should note that COVID-19 Immunization is a condition of employment within KOBE.

KOBE gives preference in hiring to members of the KO First Nations, and secondly to indigenous individuals from outside of the KO First Nations. Qualified members of the KO First Nations, as well as indigenous people from outside the KO First Nations are encouraged to apply.

KOBE wishes to thank all applicants in advance. However, only those granted an interview will be contacted.