



Employment Opportunity
Accounts Payable Supervisor
Reference No. ADM-FNCE-ACCSUP-0819

PURPOSE:

Reporting to the Comptroller, the Accounts Payable Supervisor is responsible for the oversight of the Accounts Payable function for Cowichan Tribes' Administration and Operations by ensuring that various accounting functions for Cowichan Tribes aligns with generally accepted accounting principles (GAAP), applicable legislation, and Cowichan Tribes' Financial Administration Law, and policies, and procedures. This is a full time permanent position.

RESPONSIBILITIES:

- Oversee the processing of all accounts payable and accounts receivable including employee travel advances and credit card payments to ensure they are processed accurately within assigned deadlines
- Responsible for maintaining vendors in the accounting system
- Ensure proper source documentation is received prior to payments being processed
- Respond to inquiries from management and staff regarding invoice coding and finance related matters
- Prepare financial reports as required by negotiated third party funding agreements
- Prepare monthly reconciliation of general ledger accounts
- Ensure the integrity of financial information that is entered and maintained in the accounting system
- Maintain well-organized, complete, accurate and up-to-date paper and electronic files
- Participate in finance and accounting policy development and review, including any related finance and accounting procedures
- Provide recommendations to Comptroller for improvements to existing policies, procedures or systems
- Cooperate with auditors during audits and provide information as requested
- Responsible for keeping up with current and applicable Canada Revenue Agency (CRA), Indigenous Service Canada (ISC), and other third party funding policies or requirements
- Responsible for the financial administration of the Superintendent's Trust Account for land leases on the reserve land
- Actively committed to ongoing self-professional development, especially in the area of leadership, management and accounting/finance
- Other related duties as may be required

EDUCATION AND EXPERIENCE: *(please attach all required documents)*

- Completion of a post-secondary degree in business, commerce or related field
- Completion or enrolment in the Chartered Professional Accountant (CPA) or Certified Aboriginal Financial Management (CAFM) designation is *preferred*
- Demonstrated experience and abilities with MS Excel at an expert proficiency level
- Demonstrated expert proficiency with accounting systems, principles and practices
- A *minimum* of 5-years of recent progressive experience in financial administration in a large public sector organization, of which 2-years must be experience working in or managing accounts payable
- A *minimum* of 2-years of recent supervisory experience
- Experience working for First Nations entity is *preferred*

SKILLS, KNOWLEDGE, AND ABILITIES:

- Working knowledge of Canada Revenue Agency, Canada Labour Code, and other applicable legislations
- Strong written and verbal skills to communicate at all levels in the organization
- Excellent organization, administrative and prioritization skills including but not limited to the ability to be flexible with changing priorities
- Demonstrated ability to meet assigned deadlines with accuracy in an environment with constantly changing requirements
- Ability to work in a fast-paced and team-oriented environment
- High-level of integrity and discretion when dealing with sensitive and confidential information

Interested applicants are invited to submit a current resume and a detailed cover letter clearly stating how you meet the qualifications listed in the job posting. Please reply to the undersigned, quoting the reference number and position title.

Please Quote: Reference No. ADM-FNCE-ACCSUP-0819

Human Resources Department, Cowichan Tribes
5760 Allenby Rd. Duncan, BC V9L 5J1

Email: resume@cowichantribes.com

Website: <http://www.cowichantribes.com/employment>

Deadline: 4:00 p.m. Friday, August 23, 2019