



EMPLOYMENT OPPORTUNITY **SENIOR ACCOUNTING CLERK**

(Internal/External Posting)

September 8, 2026

Michipicoten First Nation (MFN) is a vibrant community located near Wawa, ON and approximately 225 km from Sault Ste. Marie, ON. With a small number of members on reserve and the majority dispersed around the globe, Michipicoten First Nation strives to maintain harmony and balance with Mother Earth, neighbouring First Nations, and surrounding communities, while building on socio-economic independence and a strong sense of community and cultural identity.

Michipicoten First Nation is seeking a full-time temporary **Senior Accounting Clerk**. Reporting to the Finance Administrator, the Senior Accounting Clerk is responsible for the day-to-day processing of payments for members through community benefit programs such as Health, Social Services and Education, as well as standard vendor, contractor, programming, NIHB, tuition, office and infrastructure payments. Responsibilities include ensuring purchases are recorded accurately and in a timely manner, and that they comply with relevant regulations and policies. The job entails tracking HST rebates for the Nation and involves some analysis-based compilations to support financial reporting.

The Senior Accounting Clerk manages the payables process, ensuring proper approvals are secured and signing authorities are available when needed. This role requires regular communication with members, managers, staff, vendors and contractors.

PRIMARY RESPONSIBILITIES

Accounts Payable

- Verify and complete Purchase Orders, and ensure all financial transactions comply with internal financial policies and procedures
- Ensure Purchase Orders are accurately entered and match with invoices
- Accurately enter financial transactions (invoices) into accounting software
- Process invoice batches and prepare EFT and cheque payments for approval in accordance with internal financial policies
- Maintain a consistent schedule for payment processing, ensuring signing authorities are available when needed and ensuring payments are on time, eliminating service fees
- Know the Chart of Accounts in the General Ledger and ensure transactions are coded correctly for the applicable department, funding source and type of expense
- Mail, hand deliver or send cheques by courier to vendors and employees
- Update and maintain vendor files, travel claims, petty cash and other financial information
- Serve as a contact point for vendors, staff and Community members regarding financial inquiries and the status of payments
- Responsible for the safekeeping of numbered, blank cheques and petty cash
- Advise the Finance Administrator of non-compliances with internal financial policies and provide suggestions to enhance financial operations
- Add new vendors to the accounting database, on approval of the Finance Administrator

Finance and Administrative Support

- Assist the Finance Administrator with the annual audit process and year-end financial reports
- Provide an annual reconciliation of Non-Insured Health Benefits (NIHB) payments
- Provide standard and special transaction-based financial reports and reconciliations, using accounting software and when requested by the Finance Administrator
- Administer and reconcile petty cash
- Prepare annual HST rebate
- Attend Finance Team Meetings/All Staff Meetings, providing input on issues or concerns
- Cover reception desk as needed for absences (shared with other staff)

QUALIFICATIONS

Education & Training

- Post-secondary education in Accounting, Finance, Business Administration or a related field
- Willingness to pursue a First Nations Financial Management Certification *preferred*

Experience

- Two years of experience within a similar role *preferred*
- Equivalent combinations of education and experience may be considered

Knowledge, Skills & Abilities

- Well-rounded knowledge of financial principles, budgeting and reporting
- Intermediate computer skills, Microsoft Office Suite, Word, Excel, Teams and SharePoint
- Knowledge of Anishinaabe culture
- Interest in First Nations financial governance and public sector accounting
- Exhibit a willingness to learn and contribute to the financial operations of a First Nation
- Ability to deal with people sensitively, tactfully, diplomatically, and professionally at all times
- Strong time-management skills and ability to manage conflicting demands
- High level of integrity, confidentiality, and accountability in handling finances and information

Other

- Valid G driver's license and own vehicle
- Satisfactory Criminal Record Check (*if hired*)
- Satisfactory driver's abstract (*if hired*)

LOCATION: Michipicoten First Nation

TERM: Full-time, Temporary (6 months)

WAGE RANGE: \$27.93-\$31.12/hr

TO APPLY: Please submit your cover letter and resume as a single document to hr@michipicoten.com with the position title in the subject line, no later than **September 22, 2026**. **Michipicoten members and Indigenous applicants are encouraged to self-identify.**

Michipicoten First Nation is dedicated to promoting equity and diversity and serving the interests of its members. The successful candidate will primarily serve the interests of Michipicoten members, and preference will be given to MFN members and Indigenous candidates who possess the necessary qualifications.