



**Position:** Accounts Payable Clerk

**Status:** Full-time

**Hourly wage:** \$28-\$32 hourly, depending on Education and Experience.

**Reporting structure:** Financial Controller

TRTFN is seeking to hire a talented Accounts Payable Clerk to join our team. If you're a hard-working professional, TRTFN is a great organization for you. This is the opportunity you've been looking for.

**Major responsibilities and tasks:**

- Process Electronic Funds Transfers and cheque requests and expense reports on a regular basis
- Accurately review, code, and process vendor invoices
- Perform monthly reconciliations
- Maintain many vendor's accounts while staying in compliance with company policies and procedures
- Perform data entry associated with accounts payable
- Review and reconcile invoice discrepancies
- Audit and process credit card bills
- Address and respond to vendor inquiries

**Education & Experience:**

Associate degree in accounting, or/and a bachelor's degree in business administration with accounting specialization (4 university degree completed) –**Required.**

- 2-3 years experience with accounts payable or general accounting
- **Experience in SAGE or any other major accounting software required.**
- Proficient Microsoft Office knowledge and skills
- Strong time management and organizational skills
- Knowledge of basic accounting principles
- High degree of attention to detail
- Ability to work independently and prioritize tasks
- Strong analytic abilities

APPLICATION PROCESS: e-mail applications to: [senior.admin@gov.trtfn.com](mailto:senior.admin@gov.trtfn.com)

"An eligibility list will be maintained on competitions for 12 months for those employees who qualify for the skills required but are not the highest-ranking candidate in the competition." "We give preference to TRTFN and First Nations Citizens"