

JOB DESCRIPTION

Position	Accounts Payable (A/P) Clerk
Department	Finance
Reports to:	Chief Financial Officer
Wage Rate/ Range	\$25 - \$30 / hour
Status	Full time - Permanent
Location	Atlin, BC
Date Created	Jul-23, 2026
Date Last Revised	
Approved By:	

POSITION SUMMARY

The Accounts Payable Clerk is responsible for reviewing and processing vendor invoices and payment requests accurately and in a timely manner. This role maintains accurate accounting records, reconciles vendor statements, resolves discrepancies and coding issues and supports month-end closing activities. The Accounts Payable Clerk works closely with vendors, internal departments, and the finance team to ensure compliance with company policies and accounting procedures while maintaining strong professional relationships.

DUTIES AND RESPONSIBILITIES

- Assign coding, review, and process vendor invoices and credit memos in a timely manner
- Review and process payment requests within weekly deadlines
- Ensure accuracy in coding, approval and with A/P process; follow up on discrepancies and resolve questions
- Prepare weekly pay runs, obtain required approvals, upload EFT to bank, mail out cheques
- Provide a customer-service-focused experience for our vendors, employees, and Citizens
- Maintain vendor records, vendor inquiry contact
- Review and reconcile vendor statements, including processing the required adjustments
- Support purchasing and purchase order process
- Review and process credit card transactions based on the TRTFN credit card policy
- Review and process recurring transactions withdrawn from bank accounts
- Timely filing/scanning of paper/electronic documents as per company guidelines
- Other duties as assigned

EDUCATION

- Diploma or degree in accounting or business administration or a related field of study is highly preferred

EXPERIENCE, KNOWLEDGE AND COMPETENCIES

- Ideally 1-3 years work experience in a similar role or with a general data entry position
- Strong attention to detail
- Commitment to accuracy and timely processing



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- Time management and organizational skills
- Ability to work independently
- Comfortable interacting with people at all levels of the organization and with external stakeholders
- An alternative combination of education and experience may be considered

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TRAINING REQUIRED

Employees are expected to participate in various types of training, including, but not limited to:

- Job specific training
- Policies and procedures training
- Accounting systems training (Sage APA and Sage 50, banking etc.)
- Lateral Kindness
- Trauma Informed Care
- Workplace Harassment and Violence Prevention
- TRTFN Foundational Knowledge (Constitution, leadership structure, decision-making processes, CDC Oath)

CONDITIONS OF EMPLOYMENT

- Criminal record check

WORKING CONDITIONS

- Predominantly office-based, involving extensive computer and desk work.
 - Regular hours are Monday to Friday, 8:30 a.m. to 5:00 p.m., with potential additional hours as required and approved by the CFO
 - This role requires the ability to manage frequent interruptions, adapt to changing priorities, and meet established deadlines while maintaining accuracy and efficiency
 - Periodic travel may be necessary.
 - Must be able to lift 5–10 kg (files, office materials.)
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Approved by: _____
Chief Administrative Officer

Date: _____