



## **Accounts Receivable Clerk**

**Location: Charlottetown**

**Position: Full time 37.5 hours/ week**

**Contract Position until March 31, 2022**

**Competition Deadline: June 11, 2021**

*The Mi'kmaq Confederacy of PEI (MCPEI) delivers quality programs and professional subject matter advice to Epekwitk Assembly of Councils, Abegweit and Lennox Island First Nations and the provincial Indigenous community. As a member of MCPEI's workforce the successful candidate will be offered a competitive salary, quality benefits, and a respectful, healthy, and safe place to work and grow as a professional.*

### **The Role:**

The Mi'kmaq Confederacy of PEI is looking for a reliable Accounts Receivable Clerk to provide financial, administrative, and clerical services. The successful candidate will be part of a team environment, working together to ensure that the day-to-day accounting and financial reporting requirements for the organization are met. The ideal candidate for the position has a strong Accounts Receivable background, is a skilled multi-tasker, is comfortable working within varying types of business units, works well with minimal supervision, is reliable and is committed to consistently meeting deadlines and can be entrusted with confidential information relating to all areas of the organization.

### **Candidate Profile:**

- Ability to work with confidential information with integrity and trust;
- Ability to work collaboratively in a community-based organizational environment and in First Nation communities;
- Highly detail-oriented with the ability to handle multiple priorities and complete tasks/ projects in accordance with stated deadlines;
- Successfully pass a Criminal Record Check including the vulnerable sector;
- Indigenous applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission.

### **Education, Years of Experience:**

- Minimum successful completion of a two-year post-secondary program in administration or office related course work with significant work experience in accounting, or an equivalent combination.
- Demonstrated equivalencies will be considered.

### **Skills/Competencies:**

- Full cycle processing and accountability for accounts receivable, collections, and reporting;
- Maintaining or providing assistance with internal worksheet calculations;
- Posting to the general journal, set up recurring transactions;
- Issuing of sales invoices and applying receipts to open invoices;
- Assisting in bank reconciliation and reconciling Department accounts;
- Processing year end deferrals;
- Ensures accuracy of data for reporting of financial results on a regular basis to Senior Leadership of organization;
- Assisting with data and information requests and support documentation as required.
- Complete process documentation and drive continuous improvement initiatives;
- Provide office administration support to the Finance division;
- Manage phone calls and correspondence (email, letters, packages, etc.)
- Exceptional organizational skills and attention to detail;
- Proficiency in various software applications (Accounting Software, Microsoft Office, Google Suite, etc.)
- Other duties as required.

Please email your resume and cover letter to [apply@mcpei.ca](mailto:apply@mcpei.ca) with the Accounts Receivable Clerk in the subject line or deliver resume to by June 11, 2021, at 3:00 PM.

**ATTN:** Human Resource Coordinator,  
Mi'kmaq Confederacy of PEI,  
8 Stan MacPherson Way Charlottetown PEI C1A 0J7  
Full Job Advertisement Details are available at <https://mcpei.ca/jobs/>

We appreciate all those applying for this position and note that only those chosen for an interview will be contacted.