



## JOB OPENING

### Local Posting

### Receiveable - Accounting Clerk

*Finance Department*

The **Receiveable Accounting Clerk** is responsible for administrative and accounting duties related to accounts receivable, including invoicing, maintaining accounts, and collecting outstanding balances.

## KEY RESPONSIBILITIES

- Collect miscellaneous payments and issue receipts from members of the community
- Document reason for non-payment and bring to the attention of the superior
- Maintain the various accounts receivable, sub-ledgers and for the collection of the related accounts
- Review and maintain the list of outstanding accounts and prepare a summary of accounts
- Prepare monthly statements to be mailed for all accounts
- Maintain records of collections and payments received and follow up on outstanding accounts by phone
- Prepare a pre-numbered cash receipt slip for each deposit received
- Ensure all pre-numbered invoices are prepared at the prescribed budgeted rate
- Receive and process all daily deposits
- Ensure that every entry in sub-ledgers is supported by an invoice
- Calculate invoices and other financial records/ statements
- Make the necessary calculations of the break down of expense in preparation of invoicing
- Perform other related tasks as requested

## QUALIFICATIONS

- High School Diploma
- Some post-secondary education in Accounting / Administration
- 1 to 3 years relevant experience
- Fluency in Cree and English, French an asset
- High sense of confidentiality
- Ability to work with minimal supervision
- Good organizational and record keeping skills
- Working knowledge of computers and Microsoft Office Products

Status: **Regular Full-time / 35 hours a week**

Subject: **Three (3) Month Probation**

Salary: **\$ 23.83 - \$ 35.74**

Regional Disparity Allowance: **\$461.54 / bi-weekly**

Job description available upon request. Please submit your resume by **September 9, 2026**, via email to [jobpostings@wemindji.ca](mailto:jobpostings@wemindji.ca) or by scanning the QR code, by clicking the link or by mail: Human Resources Department, Cree Nation of Wemindji, 21 Hilltop Drive, P.O Box 60, Wemindji, QC, J0M 1L0