



Ojibway Nation of Saugeen
General Delivery, Savant Lake, Ontario, P0V2S0

EMPLOYMENT OPPORTUNITY

Job Title: Part-Time Accounts Payable Replacement Worker
Location: Savant Lake, Ontario (remote work will be considered)
Employment Type: Part-Time, Temporary (Replacement Coverage)
Duration: 6 months – leave coverage
Reports To: Finance Advisor

Ojibway Nation of Saugeen (ONS) is a small First Nation located on highway 599 north of Ignace, Ontario and we seek a detail-oriented and reliable Accounts Payable professional to join our team on a temporary basis. This role will ensure smooth financial operations during a staff absence.

Key Responsibilities

- Process vendor invoices and expense claims accurately and in a timely manner
- Match purchase orders, invoices, and receipts
- Reconcile accounts payable transactions, credit card and vendor statements
- Maintain organized electronic financial records and documentation
- Respond to vendor inquiries and resolve discrepancies

Qualifications

- Diploma in accounting
- Previous experience (1-3 years) in accounts payable or bookkeeping
- Strong attention to detail and accuracy
- Proficiency with accounting software (e.g., Adagio, Sage 300 similar) and MS Office
- Excellent organizational and time-management skills
- Ability to work independently and meet deadlines
- Strong communication skills, both written and verbal

Schedule & Compensation

- Part-time: 25 hours/week (while the position is temporary, there may be opportunities for future work with us as our team continues to grow)
- Flexible schedule within business hours
- \$24-\$30 per hour plus 4% vacation pay, hourly rate based on experience & qualifications

Working Conditions

- Work is performed primarily in an Aoffice setting with regular computer use, data entry, filing, and document review
- Position requires attention to detail, accuracy, and the ability to manage invoices, payment records, and supporting documentation in a timely manner
- Work involves handling confidential financial and organizational information
- Position may require sitting for extended periods and occasional lifting or filing of records and office materials
- Part-time hours are scheduled based on operational needs, with flexibility required during peak invoice processing periods, month-end, or reporting deadlines

How to Apply

Please send your resume and a brief cover letter to ian.beardy@ojibwaynationofsaugeen.ca with the subject line: Accounts Payable Replacement Application – [Your Name]. Applications will be reviewed on a rolling basis until the position is filled.