



# Chippewas of the Thames First Nation

320 Chippewa Road, Muncey ON N0L 1Y0

Phone 519-289-5555 [www.COTTFN.com](http://www.COTTFN.com)

Chippewas of the Thames First Nation is accepting applicants for the position of:

**Position Title:** Accounts Receivable Clerk  
**Department:** Finance Department  
**Hours of Work:** 37.5 hours per week working onsite 8:30am – 4:30pm  
**Location:** 320 Chippewa Road, Muncey ON  
**Posting Date:** March 24, 2026  
**Posting Closes:** April 14, 2026

## **Summary:**

The Accounts Receivable Clerk / Finance Assistant supports the day-to-day financial operations of Chippewas of the Thames First Nation by managing accounts receivable, invoicing, collections, payment tracking, reconciliations, and related finance administration. The role maintains accurate financial records, provides responsive service to departments and community members, and supports monthly and annual reporting requirements in accordance with generally accepted accounting principles, internal controls, and organizational policies.

## **Responsibilities:**

- Process accounts receivable transactions, invoices, receipts, adjustments, and supporting documentation for assigned departments and programs.
- Monitor outstanding receivables and perform collections activities, including follow-up on overdue accounts, issuing reminders, contacting account holders, documenting collection efforts, and arranging payment plans as appropriate.
- Communicate with members, clients, and internal departments to resolve billing questions, payment issues, and account discrepancies in a professional and respectful manner.
- Maintain accurate customer account records, ledgers, and files, ensuring transactions are coded correctly and supported by appropriate documentation.
- Prepare and post receipts, deposits, journal entries, and related financial data in accordance with established procedures.
- Reconcile accounts receivable balances and assist with bank and ledger reconciliations.
- Prepare accounts receivable aging information and provide status updates or reports to the Finance Director, Comptroller, or Administration Officer as required.
- Assist with monthly closings, year-end working papers, and annual financial reporting requirements.
- Support the annual financial audit by gathering records, documentation, and explanations related to accounts receivable and other finance processes.



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- Assist with the annual recovery of GST/HST and the preparation of related filings for the Canada Revenue Agency.
- Process accounts receivable for TLE, Housing, Education, and other departments as assigned.
- Collect water payments from clients when needed.
- Provide courteous and timely responses to requests for information from internal and external stakeholders.
- Carry out, convey, and strengthen the mission, values, and culture of Chippewas of the Thames First Nation.

## **Qualifications:**

- Post-secondary diploma or certificate in accounting, finance, business administration, or a related field is preferred.
- Minimum two years of experience in accounts receivable, bookkeeping, finance support, or a related role.
- Experience managing collections, overdue accounts, and payment plan arrangements is preferred.
- Experience preparing, posting, and reconciling financial transactions and account balances.
- Strong computer skills, including Microsoft Office and accounting or ERP systems; experience with Sage 300 is an asset.
- Demonstrated ability to work with accuracy, attention to detail, and confidentiality.
- Experience working in a First Nation, public sector, or community-based organization is considered an asset.

## **What Chippewas of the Thames First Nation Has to Offer:**

- Comprehensive benefits for permanent employees, supporting health, dental, and overall well-being.
- Employer-matched pension plan to help build long-term financial security.
- Access to a confidential Family Employee Assistance Program (EAP) to support mental, emotional, and family wellness.
- Two-week holiday closure over Christmas and New Year's, providing dedicated time to rest and recharge with family and community.

**Chippewas of the Thames First Nation gives hiring preference to qualified Indigenous applicants, with first preference given to qualified Chippewas of the Thames First Nation Band Members. Applicants who wish to be considered under this preference are encouraged to self-identify in their application.**



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Interested applicants, please submit a cover letter, resume, three work related references, photocopies of education documents to:

[human.resources@cottfn.com](mailto:human.resources@cottfn.com)

OR

320 Chippewa Road, Muncey, ON N0L 1Y0

Please indicate "ROLE TITLE" in your application.

*We thank all candidates for applying; however, only those selected for an interview will be contacted. Accommodations are available on request (by email to [human.resources@cottfn.com](mailto:human.resources@cottfn.com)) for candidates taking part in all aspects of the selection process.*

*As a federally regulated employer, Chippewas of the Thames First Nation is not required to include compensation ranges in job postings. Depending on the nature of the recruitment and the position, we may choose to share salary or pay band information in the posting or during the early stages of the process. Compensation is always discussed with candidates during recruitment to ensure clarity and alignment with their expectations and experience.*