

AP/AR Specialist

National Aboriginal Capital Corporations Association (NACCA)

NACCA is seeking a qualified, highly motivated individual to fill the role of AP/AR Specialist.

About NACCA

NACCA, the National Aboriginal Capital Corporations Association, is a network of over 50 Indigenous Financial Institutions (IFIs) dedicated to stimulating economic growth for all Indigenous people in Canada. NACCA's goal is to provide opportunities for Indigenous entrepreneurs and increase prosperity for Indigenous people in Canada.

NACCA advocates for Indigenous economic development by focusing on the following: representing the unified voice of IFIs; publishing national and regional results of IFI work; fostering partnerships and building capacity; and delivering programs, products, and services to IFIs.

The Position

We are currently seeking an experienced and detailed orientated AP/AR Specialist to join the Finance team. The successful candidate will be responsible for administering all aspects of accounts payable and receivable, including processing invoices, reconciling statements, and managing collections.

Key Responsibilities

- Process and manage AP and AR, including coding, data entry, and reconciliation.
- Review and process vendor invoices, ensuring accuracy and completeness of all invoices and supporting documentation.
- Coordinate with vendors and internal departments to resolve any discrepancies or issues.
- Maintain accurate and complete records of all AP and AR transactions.
- Manage the general finance mailbox, build, and maintain positive relationships with staff and suppliers, providing excellent customer service, and resolving any issues that may arise.
- Reconcile vendor statements and resolve any discrepancies in a timely manner.
- Manage collections of outstanding invoices.
- Prepare and issue bi-weekly, monthly, and quarterly reports of AP and AR activities.
- Assist with month-end and year-end closing processes as need.

- Analyze AP/AR data to identify trends, forecast expenses, and provide insights and recommendations to the Director of Finance.
- Ensure compliance with all applicable regulations, including tax laws, and maintain accurate records for audit purposes.

Qualifications and Requirements

- 5 years of experience in AP and AR or a related field
- Strong attention to detail and accuracy
- Excellent organizational and time-management skills
- Strong communication and interpersonal skills
- Proficient in Microsoft Office, particularly Excel
- Experience with accounting software, preferably with Sage300
- Ability to work independently and as part of a team
- High degree of integrity and professionalism

This is a full-time position located in Ottawa.

Persons of Indigenous ancestry will be given preference (OHRC, section 24(1)).

Salary & Benefits

We offer a competitive salary and benefits package including a defined benefits pension plan, as well as opportunities for growth and advancement within the organization. If you are self-motivated and detail-oriented individual with a passion for accounting, we encourage you to apply for this exciting opportunity.

NACCA is committed to an inclusive and barrier-free work environment. Workplace accommodations are available. If contacted regarding this opportunity, please advise the Human Resources representative of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Thank you to all applicants; however, only persons whose applications have been selected will be contacted.

Please send resume and cover letter to HR@nacca.ca