

ACCOUNTS PAYABLE ADMINISTRATOR

Term, Full-time Hybrid

PROTECTING OUR COAST. BUILDING OUR ECONOMY.

A unique alliance of nine BC First Nations, creating jobs for the future and protecting the Great Bear Rainforest.

The CFN-GBI is a not-for-profit Society established in 2003 that is owned and operated by a unique alliance of First Nations on British Columbia's North and Central Coast and Haida Gwaii. The principal goal of this group is to restore and implement ecologically, socially, and economically sustainable resource management approaches on the Central and North Coast and Haida Gwaii. To learn more about us, visit www.coastalfirstnations.ca.

Who we are looking for

You are highly organized and very detail-oriented with demonstrated expertise in Accounts Payable Administration. You are a self-starter and are tactful and discreet when working with sensitive and confidential information.

You thrive when working in a supportive team environment. You are excellent at prioritizing and managing multiple tasks and deliverables; you are good under pressure, and you know how to ask for help when needed. We are looking for someone who enjoys a fast-paced and agile environment, has strong accounts payable administration experience and great Microsoft 365 skills.

About the position

Position: Accounts Payable Administrator
Reports to: Controller
Location: Hybrid, Vancouver Office 2 days a week
Start Date: Oct 1, 2026
Term: Term ending on Dec 15, 2027
Salary: \$50,000 to \$60,000 per annum

Responsibilities

Reporting to the Controller, the Accounts Payable Administrator will be responsible for planning, organizing, and executing all aspects of the accounts payable function. Working closely with the Finance and Administration teams, as well as Program Managers, the administrator will receive and process purchasing correspondence, complete data entry of invoices for payment runs, research account activity, work with vendors, reconcile statements, manage billing accounts and concerns, and perform other accounting duties as assigned.

The Accounts Payable Administrator position is responsible for the following four (4) key functions.

Financial Transactions:

- Entering day-to-day accounts payable financial transactions into accounting software.
- Processing accounts payable for vendors, staff, and Program Managers; including entering and paying bills in the accounting software.
- Ensuring all bills have been approved and coded and that follow-up has been conducted as required.
- Preparing the semi-monthly accounts payable packages for the Bookkeeper review.
- Maintains all vendor files.
- Preparing reconciliation packages for Bookkeeper's review.
- Reviewing, entering, and reconciling credit card transactions with expenditure records (for review and finalizations by the Bookkeeper).
- Reviewing, entering, and reconciling petty cash balance with expenditure records (for review and finalizations by the Bookkeeper).
- Reviewing, entering, and reconciling QuickPass transactions with expenditure records (for review and finalizations by the Senior Accountant).
- Entering the recurring bank transactions on a weekly basis and maintaining the recurring transaction worksheet monthly, ensuring accuracy.

Maintain Files and Documents

- Updating the Payments to Consultants worksheet monthly, for the Bookkeeper's review.
- Managing the payables email inbox for all incoming bills, receipts, and requests.
- Maintaining electronic files related to bookkeeping and accounting (as outlined in the Financial Processes and Procedures manual).
- Following and updating the Financial Processes and Procedures manual to ensure it is current, accurate and compliant.

Relationships with Internal Parties

- Forging strong relationships with a variety of employees, managers, partners, vendors, and partners.
- Collaborating with the finance team on departmental activities.
- Building harmonious working relationships with co-workers and all external stakeholders.
- Meeting with the Senior Accountant and Controller on a regular basis.
- Raising any issues, challenges, or opportunities for improvements to the Controller.
- Following up on action items by completing tasks and documenting results.
- Determining efficient means of communication.
- Managing e-mails and communications with employees, program managers and vendors
- Exchanging information reports etc., as needed.

Participation in Employee Meetings:

- Participating and contributing positively to scheduled meetings; celebrating successes and troubleshoot challenges; following up on action items; and completing tasks and documenting results.
- Other duties and tasks, as assigned/required.

Qualifications: Education and Experience

This list of desired qualifications is what we are ideally searching for, but not all are required. Other combinations of education and experience may be considered; thus, if you don't have direct experience in some of these areas, feel free to let us know how other experiences have equipped you to succeed in those parts of the role.

- Completion of Grade 12 (High School Diploma)
- Post-secondary courses in accounting
- 2+ years' experience in accounts payable
- Cultural safety awareness, and knowledge of Indigenous Peoples.
- Satisfactory Criminal records check.

Skills Sets and Competencies

- Strong personal interest and commitment to Coastal First Nation – Great Bear Initiative's mission and vision required.
- Demonstrated experience using QuickBooks accounting software.
- Practical experience and knowledge of Microsoft 365 Office applications focused on Teams, Outlook and Excel as well as strong Adobe skills.
- Strong problem-solving and analysis skills, with the ability to make sound decisions.
- Able to support a high-performing team in a demanding environment by taking initiative, prioritizing needs, and meeting tight deadlines.
- Able to exercise diplomacy, tact, and good judgment in recognizing scope of authority and in protecting confidential information.
- Highly organized, detailed oriented, patient, and able to prioritize tasks.
- Excellent written and spoken English required.

How to apply

Interested candidates are invited to submit an up-to-date CV and a cover letter to hr@coastalfirstnations.ca no later than **5:00 pm on Tuesday, September 1, 2026**.

The successful candidate will be asked to provide references, and a clear criminal records check. We encourage applicants to submit applications as soon as possible, as applicants will be reviewed on an ongoing basis. We thank all applicants for their interest; only those selected for an interview will be contacted.

We aim to provide support through this recruitment process to applicants with disabilities, including accommodation that considers an applicant's accessibility needs. If you require accommodation during the interview process, don't hesitate to get in touch with Hina Rafaqat at hr@coastalfirstnations.ca.

CFN-GBI hires based on skills, ability, and qualifications; however, in support of our strategy to achieve our employment goals for Indigenous Peoples, qualified Indigenous applicants will be given priority.

Persons of Indigenous ancestry will be given preference. s16(1) CHRA.