



# Gihékdagye Friendship Centre (BRISC)

## Job Posting

### **ACCOUNTS PAYABLE & PAYROLL CLERK – Job Posting**

#### **About Us**

Gihékdagye Friendship Centre (also known as Brantford Region Indigenous Support Centre) is a community-based Indigenous Friendship Centre dedicated to supporting the holistic well-being of Indigenous peoples in Brantford/Brant County, Haldimand, and Norfolk as well as Six Nations of the Grand River and Mississauga of the Credit First Nation.

#### **Position Summary**

The Accounts Payable & Payroll Clerk (APP Clerk) supports the financial operations and payroll of the Friendship Centre by providing accurate and timely bookkeeping, data entry, and administrative support to ensure accountability and transparency in financial practices. The role contributes to the effective management of funding, program budgets, and overall financial health of the Centre while upholding the values, mission, and community-based approach of the Friendship Centre Movement.

#### **Key Responsibilities**

- Maintain accurate financial records including accounts payable, accounts receivable, bank reconciliations, and payroll support.
- Process invoices, receipts, purchase orders, and expense claims in accordance with organizational policies.
- Assist with the preparation of monthly, quarterly, and annual financial reports.
- Monitor program budgets and support managers in tracking expenditures.
- Assist in preparing documentation for audits and funding reports.
- Ensure compliance with financial policies, funding agreements, and generally accepted accounting principles (GAAP).
- Maintain an organized filing system (digital and paper-based) for financial records.
- Support staff with financial inquiries, travel claims, and reimbursements.
- Work collaboratively with program staff to ensure accurate coding of program expenses.
- Uphold the mission, vision, and values of the Indigenous Friendship Centre.
- Process bi-weekly or semi-monthly payroll for all staff in compliance with the **Employment Standards Act, 2000** and **Canada Revenue Agency** requirements
- Maintain employee payroll records, including earnings, deductions, benefits, and leave balances
- Calculate and remit statutory deductions (CPP, EI, income tax) and employer contributions
- Administer benefits and pension deductions where applicable
- Prepare and reconcile payroll reports, including general ledger postings
- Issue Records of Employment (ROEs), T4s, and year-end reporting
- Respond to employee payroll inquiries in a confidential and professional manner



## Qualifications

- Post-secondary education in Accounting, Finance, Business Administration, or equivalent experience.
- Minimum 1–3 years' experience in bookkeeping, payroll, accounting, or financial administration.
- Experience working in a nonprofit, charitable, or Indigenous organization is an asset.
- Proficiency with accounting software (QuickBooks, Sage, or similar) and Microsoft 365 Office Suite.
- Strong attention to detail, accuracy, and organizational skills.
- Ability to prioritize tasks and meet deadlines in a fast-paced environment.
- Understanding of Indigenous community values, traditions, and cultural safety principles is an asset.

## Knowledge & Skills

- Strong understanding of accounts payable processes and payroll legislation
- Knowledge of CRA remittances, HST, and payroll compliance requirements
- Experience with accounting software (e.g., Sage, QuickBooks, or similar)
- Proficiency in Microsoft Excel and financial reporting
- High level of accuracy and attention to detail
- Strong organizational and time management skills
- Ability to manage confidential information with discretion

## Working Conditions

- Office environment with occasional requirements to support community events.
- May involve occasional evening or weekend work to meet reporting deadlines.
- Criminal Records Check (with Vulnerable Sector Screening) required.

## Why Join Us?


- Be part of a team that values Indigenous ways of knowing and doing.
- Opportunity to support community wellness through meaningful, culturally grounded programming.
- Competitive compensation and benefits (details provided at interview stage)

**Gihékdagye Friendship Centre (BRISC)** is a barrier free work environment in compliance with the Accessibility for Ontario with Disabilities act and the Ontario human rights code. As such, BRISC is committed to making accommodations available to applicants with disabilities, upon request during the recruiting process.

- A **clear** Criminal Reference Check (CPIC) and Vulnerable Sector Search (VSS) will be a condition of the employment offer with BRISC
- Preference shall be given first to applicants with Indigenous decent who possess the requisite skill sets and experience.

## How to Apply:

Please submit your **Resume and Letter of Intent** to:

 [operationsmanager@briscfc.org](mailto:operationsmanager@briscfc.org)

 Deadline: [open until filled]

***We thank all applicants for their interest. Only those selected for an interview will be contacted.***