



Dallan LP is a partnership between Lac Des Mille Lac First Nation, Nigigoonsiminikaaning First Nation and Dale Levesque a member of the Fort William First Nation. Dallan LP is a 100% aboriginal owned business that provides industrial yard services which includes a variety of heavy equipment operations, maintenance and general labour. Dallan LP currently has four separate contracts/ operations in Northwestern Ontario. Dallan LP is committed to the needs of its customers while ensuring the Health & Safety of all its employees and Environmental compliance.

ACCOUNTS PAYABLE CLERK

LOCATION: Thunder Bay, Ontario

EMPLOYMENT: Full-Time Temporary – 14-Month Maternity Leave Coverage, with the possibility of an extension based on the needs of the organization.

SCHEDULE: Monday – Friday – 40 hours per week

SALARY: \$50,000 - \$55,000 per year

VACATION: Paid Vacation Time

BENEFITS: Medical, Dental, Disability and life insurance

PRIMARY FUNCTION: We are seeking a detail-oriented and organized Accounts Payable Clerk to join our Finance team.

Reporting to the Finance Director, the Accounts Payable Clerk will be responsible for supporting day-to-day accounts payable activities, including invoice entry, payment processing, vendor account maintenance, and general financial administration and supporting the HR and Health & Safety Department with administrative tasks as assigned.

MAIN RESPONSIBILITIES:

- Generate and manage monthly overtime reports, expense reports, vehicle kilometer reports and more.
- Assist with pension and union dues remittance forms and payments.
- Learn and utilize Dallan accounting software to support financial operations.
- Enter accounts payable transactions and process monthly bill payments.
- Issue customer invoices and provide support when needed.
- Ensure proper coding of expenses and strict PO approvals
- Collaborate with the current Maintenance Program to ensure smooth operations.
- Perform data entry to close completed work orders.
- Accurately input costing details for each work order.
- Track and manage inventory levels effectively.
- Track vendor credits and maintenance costs by machine/site.
- Data entry and administrative support for the Health & Safety Department and HR.

NOTE: This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of Dallan LP.

REQUIRED QUALIFICATIONS:

- Experience in finance/bookkeeping.
- Diploma or degree in – Accounting, Finance or Business Administration – diploma would be an asset but not required
- Ability to maintain a high level of accuracy, detail and confidentiality
- Proficiency in accounting software (experience with Ceridian Dayforce, QuickBooks, Sage, Xero is an asset) and office applications like Excel and Word.
- Strong ability to learn new accounting software quickly
- Excellent communication skills, including the ability to work collaboratively and remotely via tools like Microsoft Teams.
- Ability to work independently while also collaborating effectively with the Finance and management team.

Please apply, in confidence, with a resume and cover letter by email: recruitment@dallanforestry.ca

ONLY THOSE SELECTED FOR INTERVIEW WILL BE CONTACTED