



OPASKWAYAK CREE NATION

JOB COMPETITION – EXTERNAL POSTING

ACCOUNTS PAYABLE CLERK II

DEPARTMENT: Finance	SALARY: Depending on Qualifications
CLASSIFICATION: FT Permanent	LOCATION: Otineka Mall (Lower Level)

JOB SUMMARY:

The Accounts Payable Clerk II main function is to prepare daily cheques in a timely matter and to receipt and deposit daily cash and cheques.

Some duties include:

- Inputting cheques on computer, then printing of cheques, and getting required signatures
- Enter information in journals (code). Total of Journals.
- Receipt money
- Do bank deposits
- Ensure proper coding is done on Payment Authorizations
- Xerox, distribute, and file authorizations
- Deliver and mail out cheques
- Other duties as assigned

MINIMUM QUALIFICATIONS:

- Must have at least six (6) months' work experience in Accounting or Finance
- Minimum Grade 12 and/or equivalent education
- Course or training program in Accounting
- Knowledge and training in Accpac (Accounts Payable) and Excel.
- Proficient knowledge of MICROSOFT OFFICE
- Interpersonal skills
- Effective verbal and listening skills
- Data collecting skills
- Must be able to meet deadlines
- Ability to speak Cree is an asset

Application Deadline: February 20, 2019 @ 4:30 pm

Please submit resume/cover letter to:

Courtney Hester, Personnel Administrator
P.O. Box 10880
Opaskwayak, Manitoba R0B 2J0
Phone: 204-627-7100
Fax: 204-627-7063
E-Mail: courtney.hester@opaskwayak.ca

*Please mark application "Personal and Confidential".
We thank all who applied, however, only applicants selected for interviews will be contacted.*