



# Job Posting (Full-time/Permanent)

## Accounting Clerk 2

### Job Summary:

The Social Accounting Clerk II will complement the Accounting Clerk I in terms of job duties. The majority of responsibility would be to update all files ensuring that all information is complete for all shelter related expenses. establish and maintain an application process for the proration subsidy program while making the initial contact with the Social Services program clients and complementing the Social Assistance program according to the established procedures and systems. Clerk II will closely with the intake workers and finances staff in addition to Manitoba Hydro.

### Specific Duties:

- Verify and process client daily cheques and vouchers for Social Services clients.
- Calculate, verify and process client cheque runs on a weekly, semi-monthly and monthly basis according to established issuance dates
- Ensure that all cheques and vouchers have been authorized and signed prior to distribution
- Keep financial records and establish, maintain and balance various general ledger accounts using computerized systems, ie. ACCPAC, Munisoft, etc
- Assist in cash management by providing accurate and up-to-date reports ie. Open Accounts payable, Accounts Receivable Deductions and Advances, outstanding Vouchers Payable.
- Assist in the preparation of financial information for the Social Services Department
- Assist in the completion of the year end reconciliation process in accordance with the financial audit process.
- Plan, coordinate and prepare Social Assistance playlist utilizing Budget & Decision (B&D) form, cheque listings, computer records, other sources, etc. In accordance with established issuance dates
- Assist in assembling data and assist in the preparation of periodic and special reports as required
- Assist in preparing other statistical, financial, and accounting reports as required
- Assume duties and responsibilities of the Social Development Accountant in their absence

### Qualifications:

- Business Administration Diploma or equivalent education/training in Accounting
- Must have at least two (2) years related work experience
- Must have proficient office skills i.e. computer skills (Microsoft Office)
- Must be able to use Accpac Accounting Software (Accounts Payable)
- Excellent interpersonal skills and teambuilding skills
- Must be able to meet deadlines
- Ability to speak the Cree language is an asset

**Salary to commensurate with education and experience.**

**Priority will be given to people with Aboriginal ancestry that meet the requirements.**

**Deadline: Wednesday, April 3, 2019 at 4:30 pm**

**How to apply:** Should you be interested in this position, please email, mail or drop cover letter and resume 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](mailto:courtney.hester@opaskwayak.ca)

*We thank you for your interest in wanting to work for the Opaskwayak Cree Nation. However, only those individuals that are qualified will only be contacted for an interview.*