



OPASKWAYAK CREE NATION

JOB COMPETITION – EXTERNAL POSTING

Social Services Accounting Clerk II

DEPARTMENT: Finance & Administration	SALARY: \$34,580 per annum
CLASSIFICATION: Permanent	LOCATION: Otineka Mall (Basement)

JOB SUMMARY:

The 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 implementing the Social Assistance program according to the established procedures and systems. Clerk II will closely with the intake workers and finance staff in addition to Manitoba Hydro.

MINIMUM QUALIFICATIONS:

- Minimum Grade 12 and/or equivalent education i.e. Mature Diploma, GED
- Course or training program in Accounting
- Must have at least two (2) years related work experience
- Business Administration Diploma
- 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 have stress management
- Must be able to deal with difficult people
- Must be able to meet deadlines
- Ability to speak the Cree language is an asset

Application Deadline: June 8, 2018 @ 4:30pm

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.*