

OPASKWAYAK CREE NATION

JOB COMPETITION – EXTERNAL POSTING

ACCOUNT RECEIVABLE CLERK

JOB SUMMARY:

The overall objective of the Accounts Receivable Clerk is with Finance & Administration to record and receipt customers from invoices or statements. Also, to record revenue for services delivered by Opaskwayak Cree Nation.

QUALIFICATIONS:

- Grade 12 education and/or equivalent.
- A Diploma in Business Administration.
- Combination of education/experience in a related field will be considered.
- Recognized course in Bookkeeping, Accounting, or Business Administration.
- Excellent computer skills – MICROSOFT OFFICE
- Excellent time management and organization skills
- Excellent oral/written communication skills
- Ability to speak and understand Cree is a definite asset.
- Pay attention to detail
- Ensures accuracy
- Telephone etiquette

Application Deadline: August 10th 2018 @ 4:30pm.

Please submit resume/cover letter to and three (3) references:

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.*