YELLOWHEAD TRIBAL COUNCIL

P.O. BOX 3420, Morinville, AB T5R 1S3 **Sub-office:** #300 – 17403-105 Avenue
Edmonton, AB T5S 2G8

EMPLOYMENT OPPORTUNITY

FINANCE ASSISTANT

QUALIFICATIONS:

- High school diploma, certificate/diploma and/or training in relevant field
- Knowledge of basic bookkeeping and financial transactions
- Knowledge of MS Office and databases
- Attention to detail
- Organizational and multitasking abilities
- Excellent verbal and written communication skills
- Reliability and strong work ethics
- Ability to solve problems
- Familiarity with payroll and accounts receivable experience an asset

SUMMARY OF DUTIES:

- Accounts Payable duties including processing bills, cheques, electronic funds in a timely manner
- transfers (EFT) and other documents
- Day to day banking as required
- Ensure all documents are properly signed and distributed
- Verify financial data and maintain records
- Assist with year-end processes and reconciliations
- Other duties as assigned

WORKING CONDITIONS:

- Work during the hours of 8:30am to 4:30pm Monday thru Friday
- Works within the office, with limited travel required.
- Required to climb three (3) flights of stairs

Salary will be determined according to qualifications and experience
Salary range: TBD

Please forward a cover letter, current resume and three (3) reference letters to attention: Joy Sandy
Email: joy.sandy@ytcadmin.ca and/ or fax to 587-524-0181 or drop off at sub-office address (noted above)

This employment competition closing date **May 12, 2023,** only those candidates who fit criteria will be contacted.

Preference will be given to candidates from the YTC Member Nations