



Employment Opportunity

Job Title: Accounting Clerk, Temporary Maternity Leave Replacement Position

Location: Corner Brook

Hours of Work: 35 hours per week

Salary: \$35,000 annual

Anticipated Start Date: December 1, 2019 to **End Date:** Upon the return of the incumbent

Qalipu First Nation is currently accepting resumes for the position of Accounting Clerk. The Band achieved recognition under the Indian Act in 2011 and currently represents 24,474 members in nine (9) geographical wards. The Band has five (5) offices located in Corner Brook, St. George's, Glenwood and Grand Falls-Windsor and Stephenville. It offers programming and support in health, tourism development, education, economic development, natural resource conservation and culture and heritage.

Job Description and Requirements: The Accounting Clerk is responsible for providing financial, administrative and clerical services in order to ensure effective, efficient and accurate financial and administrative operations. The Accounting Clerk must comply with established organizational policies and procedures.

The Accounting Clerk is responsible for a range of activities that includes working with budgets, processing and monitoring payments and expenditures and preparing and monitoring the payroll system.

Responsibilities:

- Prepare, verify, and process invoices
- Manage the cheque runs
- Verify that transactions comply with financial policies and procedures
- Data enter payroll information
- Maintain a filing system for all financial documents

Qualifications: Educational requirements will include a post-secondary certificate and/or diploma in a related accounting function from an accredited institution or similar training. Diplomas/Certificates for Post-Secondary Education and Training are required.

Experience: The Accounting Clerk should have experience with similar duties and responsibilities. However, applicants who meet the educational qualifications may be considered for this position.

Working Conditions: This position is office based. The duties are predominantly met during regular business hours. Some overtime work may be required at specific times throughout the year.

Please Note: The successful applicant will be required to provide a Certificate of Conduct/Criminal Records Check from a local police agency or the RCMP prior to commencing employment.

Apply: Please apply electronically using MS Word with cover letter, resume, copies of diplomas/certificates and three (3) current business references to:

jobopportunities@galipu.ca
with subject line: Accounting Clerk.

Qalipu First Nation
Attention: Mrs. Janet McAuley, Office Manager
3 Church Street
Corner Brook, NL A2H 2Z4

Deadline for receipt of submission: This job posting will end when a suitable candidate has been selected to fill this position.

QFN is an equal opportunity employer, in situations where candidates have equal credentials, preference will be given to aboriginal candidates. If you are a member of Qalipu First Nation, please indicate it in your cover letter.