



Employment Opportunity

Job Title: Accounting Clerk, Full-time Position

Location: Corner Brook, NL

Hours of Work: 35 hours per week.

Salary: \$35,000. annual.

Qalipu First Nation is currently accepting applications for the position of Accounting Clerk.

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 include 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:

Education:

Educational requirements will include a post-secondary certificate and/or diploma in a related accounting function from an accredited institution.

Experience:

The Accounting Clerk will have 2+ years of experience with similar duties and responsibilities.

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.

Apply:

If you are interested in this position, please apply with resume, covering letter, and three professional references using one of the options listed below. Submissions should be addressed to:

Mrs. Janet McAuley, Human Resources Manager
Qalipu First Nation
3 Church Street
Corner Brook, NL A2H 2Z4

Online: <https://qalipu.bamboohr.com/jobs/>

Electronically, by email to: jobopportunities@qalipu.ca using MS Word with subject line:
Accounting Clerk.

Deadline for receipt of Cover Letter and Resume: Friday, February 19th, 2021 at 4:00 p.m.

Please note: Diplomas/certificates for Post-Secondary Education and Training and a Criminal Records Check are required.

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.