Accounts Payable Finance Clerk

Term Position

Red Earth Creek Office

Summary:

Reporting to the Operations Manager, this position will provide financial services and support, including data entry and processing of payments for the KTC Child & Family Services/Awas'ak Wiyasiwewin organization.

Key Responsibilities:

- Maintain a complete and accurate filing system.
- Data Entry in Quick Books for Accounts Payable
- Process and review invoices and ensure accuracy and completeness of documentation.
- Receive and Record all invoices accurately according to the company policies and account classification into Quick Books.
- Obtain necessary approvals to process invoice payments in a timely manner.
- Effectively communicate and maintain vendor relationships.
- Reconcile vendor statements and accounts payable records and resolve discrepancies.
- Assist with other tasks and projects as assigned.

Knowledge & Skills:

Education: High School Diploma, and/or Office or Business Administration Certificate or Diploma is an asset.

Skills & Experience: Familiar with Microsoft Programs (Word, Excel). Strong communication (verbal and written), and strong attention to detail skills; ability to work as a team member. A basic knowledge of Child & Family Services legislation & regulations. Experience in Accounting or Administration is an asset.

Additional requirements: current & valid Alberta driver's license; own vehicle or access to vehicle with $2M auto liability insurance (when required to use own vehicle); Intervention Record Check and Canadian Police Information Centre (CPIC) clearances must be submitted with resume in order to be considered; Must submit to oath of confidentiality; personal telephone or access to telephone; must be willing to adhere to agency drug & alcohol policy; ability to speak and/or understand the Cree language an asset. Alcohol and drug testing pre-screening will apply.

Salary will be based on Academic & Professional qualifications

Open until suitable candidate is found.

Please forward your resume to: careers@ktccfs.ca

Only individuals selected for an interview will be contacted.

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