



KTC Child & Family Services

Accounts Payable Finance Clerk



Summary:

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

Duties:

- 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); Please submit Intervention Record Check and Canadian Police Information Centre (CPIC) clearances with resume (**must be within 6 months**) 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
Closing date for applications August 06th @ 4:30pm

Please forward to:

careers@ktccfs.ca

We thank all candidates for their interest; however, only individuals selected for an interview will be contacted.

- www.ktccfs.com -

