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**Job Opportunities**

**Competition # 0121-18**

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**Accounting Clerk  
One (1) Full Time/Permanent Position**

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**THE POSITION:**

An experienced Accounting Clerk is sought for a Full Time permanent position based in North Battleford, SK. This position is responsible for providing financial coordination and assisting in the management of the financial function for the Battlefords Agency Tribal Chiefs Inc. (BATC).

**DUTIES AND RESPONSIBILITIES**

The fundamental duty of this position is to assist in the responsibility for a broad range of accounting services which support the efficient operation of the expense side of the accounting department, as well as general accounting and financial reporting. The Accounting Clerk will coordinate and process various types of accounting transactions, prepare and input journal entries, input and reconcile vendor invoices and statements, under-take expense report audits as well as reconcile accounts and prepare bank deposits, and assist with cheque processing and distribution. The Accounting Clerk should also possess the skills necessary for payroll processing within an organization. The Accounting Clerk will work collaboratively within the finance department, and report directly to the Finance Controller.

**QUALIFICATIONS**

- Recognized accounting diploma or the equivalent obtained through training and experience
- Minimum of two (2) years' experience in an accounting environment including the operation of an advanced accounting system, spreadsheets, word processing and the Internet.
- Experience using QuickBooks Accounting Software is considered an asset.
- Experience in First Nation accounting and/or auditing
- Experience in working for a First Nation organization.

**Employment Terms:**

- Salary to commensurate with education and experience
- The position will be subject to an initial six (6) month probationary period and annual performance evaluation.
- MUST PROVIDE CPIC
- Willing to work long hours, including some weekends and evenings, as needed.
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**Closing date: January 20, 2022 by 4:30 pm - Please quote Competition # 0121-18**

**Please submit resume, cover letter and CPIC to:**

**Human Resources  
Battleford Agency Tribal Chiefs  
1282 101<sup>st</sup> Street  
North Battleford, Saskatchewan S9A 0Z8**

**Phone: 306-446-1400  
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