

EMPLOYMENT OPPORTUNITY FINANCE CLERKS

Employment Type: Full time – Term Level: 4-5 Ref: 2020-11-03
Salary Range: Start \$35.67 per hour; annual salary includes \$8,200
Remoteness Allowance
Location: Old Crow. There is no staff housing available for these positions.

The Positions

Reporting to the Manager of Finance, these positions function in various roles within the finance department, including accounts payable, payroll, and general clerical.

The clerical positions are opportunities for those who have the desire and commitment to gain experience working within the Finance functions; to provide a high standard of service to citizens; to maintain a high level of confidentiality; and to participate as a member of the finance team in meeting financial obligations.

Qualifications

- Knowledge of computerized accounting system (ACCPAC); Payroll Software (Easy pay)
- Knowledge of accounting procedures
- Knowledge of MS Work, Excel, Email
- Time management, records management and organizational skills
- Satisfactory criminal record check

Closing date

These positions will close when suitable candidates are hired. Underfill situations will be considered for the right persons. Preference is given to VGFN citizens.

Please submit a cover letter and resume to:

Human Resources Department
Vuntut Gwitchin Government
Box 94, Old Crow, YT Y0B 1N0
Phone: (867) 966-3261
Fax: (867) 966-3800
Email: jobs@vgfn.net

We thank all those who apply but only those selected for further consideration will be contacted.

Posting Date: November 3rd, 2020.