



P.O.Box 60
Standoff, Alberta
T0L 1Y0

BLOOD TRIBE ADMINISTRATION JOB POSTING

POSITION TITLE: Accounts Payable Clerk
DEPARTMENT: Blood Tribe Housing
STATUS: Permanent
POSTING OPEN DATE: August 1, 2018 **POSTING CLOSE DATE:** August 15, 2018

GENERAL DESCRIPTION:

The Accounts Payable Clerk is generally responsible for processing invoices and issuing payments. The Accounts Payable Clerk will verify, review, and prepare all transactions for yearly audit. Will work closely with the Accountant Manager and Accounts Receivable Clerk.

NECESSARY TRAINING AND EXPERIENCE:

- Must have a Business Administration Diploma with an accounting major and a minimum of three years related working experience.
- A combination of relevant education and experience may be considered.
- Must have a valid driver's license and a reliable mode of transportation
- Must submit a valid Criminal Record Check

If you are interested in this opportunity, please submit a cover letter, resume, a criminal record check and copies of your credentials to:

Blood Tribe Administration Human Resources
P.O. Box 60
Standoff AB, T0L 1Y0
Attention: Marlene Blood
OR APPLY ONLINE @ www.bloodtribehr.com
DEADLINE: AUGUST 15, 2018

Late and/or incomplete applications will not be accepted. Only those candidates selected for an interview will be contacted. For more information, please contact Marlene Blood @ (403) 737-8219.