



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

BLOOD TRIBE ADMINISTRATION JOB POSTING

POSITION TITLE: Accounts Receivable Clerk
DEPARTMENT: Housing
STATUS: Permanent
POSTING OPEN DATE: JUNE 12, 2018 **POSTING CLOSE DATE:** JUNE 26, 2018

GENERAL DESCRIPTION:

The Accounts Receivable Clerk performs all functions such as collecting and recording monthly house rent payments, coding and posting to the appropriate home. Prepares monthly summary of rent collected and provides reports to Housing Director and Rent Collection Officer.

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 licence and a reliable mode of transportation.
- An updated 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: JUNE 26, 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.