



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

BLOOD TRIBE ADMINISTRATION JOB POSTING

POSITION TITLE: Accounts Payable Clerk
DEPARTMENT: Finance Department
STATUS: Permanent
POSTING OPEN DATE: March 23, 2018

POSTING CLOSE DATE: April 6, 2018

GENERAL DESCRIPTION:

The Accounts Payable Clerk is generally responsible for assisting the Accountant in the day-to-day administration and operation of Department finances and reporting. The incumbent is primarily responsible for all accounts payable functions, which include, processing all accounts payable transactions and maintaining a numeric filing system for all cheque copies. The accounts payable Clerk assists the Accountant in preparing for the annual audit, budget and with other related duties.

NECESSARY TRAINING AND EXPERIENCE:

- Must have a Business Administration Diploma and/or Related Accounting Courses and 5 years' experience in related field. A combination of education and experience maybe considered.
- Must submit an updated Criminal Record Check.

If you are interested in this opportunity, please submit a cover letter, resume, 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

JOB DESCRIPTION AVAILABLE ON WEBSITE: www.bloodtribehr.com

DEADLINE: April 6, 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