



**EMPLOYMENT OPPORTUNITY**  
**Accounts Receivable Clerk**

Temporary term Feb. 26, 2007 to March 7, 2008

**Duties:**

- Reporting to the Manager of Finance, this position is responsible for fulfilling Accounts Receivable functions, providing cashier services for receiving payments from community residents for rent and other services, and processing daily fuel records.

**Qualifications:**

- Minimum grade 12 or equivalency, or relevant work experience and training
- Knowledge of accounting procedures
- Knowledge of ACCPAC A/R software
- Ability to assume responsibility, prioritize tasks and meet deadlines
- Ability to use mathematical knowledge in financial functions
- Ability to analyze and organize numerical data

A detailed job description is available.

**Salary:** \$22.31 per hour plus benefits; 65 hours biweekly.

**Closing Date:** February 9, 2007 @ 4:00 p.m.

Please submit resumes to:

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Acting Director, Human Resources  
Vuntut Gwitchin First Nation  
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