



## EMPLOYMENT OPPORTUNITY

### Finance Department Accounts Receivable Clerk

*(This is a one year term position while the incumbent is on maternity leave)*

#### **Job Summary:**

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.

#### **Duties:**

- Processing invoices for rents, water and sewer, contribution agreements and reimbursements
- Receiving payments for invoices including miscellaneous receipts, preparing banking summaries and making bank deposits.
- Reconciling and follow up of outstanding receivables including sending notices on overdue accounts.
- Maintaining fuel sales records including processing invoices for fuel, updating records for sales on the internal fuel tracker for internal fuel consumption and reconciling payments to cash fuel slips
- Maintaining clients files for rents, water and sewer and standing purchase orders
- Opening all incoming mail, sorting it out and distributing it to the relevant department

#### **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
- Ability to create documents using Word and Excel
- Ability to multi task in a busy office

**Salary:** \$39,209-\$47,051 per annum plus benefit package. This is based on 32.5 hours per week. (6.5-hour workday 9:00 a.m. to 12:00 p.m. & 1:00 to 4:30 p.m)

A detailed job description is available at: <http://www.vgfn.ca/employment>

**Closing Date:** May 8<sup>th</sup>, 2009 @ 4:00 p.m. We thank all applicants but only shortlisted candidates will be contacted.

Please submit resumes that include job experience related to position to:

Cheryl Charlie  
Director, Human Resources  
Vuntut Gwitchin First Nation  
Box 94, Old Crow, YT Y0B 1N0  
Email: [hrd@vgfn.net](mailto:hrd@vgfn.net)

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