

Nisga'a Lisims Government

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P.O. BOX 231
New Aiyansh, B.C.
VOJ 1A0

PHONE (250) 633-3000
FAX (250) 633-2367

INFO TOLL FREE
1-866-633-0888



JOB POSTING

POSTED: November 30, 2012

CLOSES: Friday, December 7, 2012 @ 5 PM

POSITION: Accounting Clerk
SALARY RANGE: Based on qualifications
SUPERVISOR: Finance Manager
TERM: Temporary Full Time (3 month term)
LOCATION: New Aiyansh, British Columbia

JOB SUMMARY: Within fiscal authority guidelines, in accordance with GAAP and as directed by the Accounting Manager, this position will assist to maintain professional standards and compliance with legislative guidelines provincial, federally and within the NLG Financial Administrations Act. The primary responsibilities are to process invoices and generate payments in adherence to NLG regulations and procedures for NLG and its government organizations. The Accounting Clerk will also ensure strict maintenance to internal control for all personnel including the purchase order system.

DUTIES:

1. Process Accounts Payable invoices and cheques for NLG and its other government organizations;
2. Assist the Payroll Clerk to process and enter timesheets;

EDUCATION or OCCUPATIONAL CERTIFICATION:

1. Minimum high school diploma;
2. Accounting/Business diploma/degree an asset;
3. Part-time or distance education enrolment in an Accounting/Business program preferred.

EXPERIENCE:

1. Minimum of 2 years in a clerical / accounting environment is required;
2. Good familiarity with Excel and Sage Accpac ERP is an asset.

SKILLS/ABILITIES:

1. Strong written and verbal communication skills;
2. Ability to prioritize, organize and manage a workload including concurrent multi-initiatives with specific deadlines;
3. Highly organized, structured and attention to detail;
4. Ability to understand and speak or familiarity with Nisga'a language and culture an asset.

The successful candidate will be required to complete/provide:

1. 3 recent work related references;
2. The successful candidate will be subject to a criminal reference check and credit check;

Applicants are required to submit resume with cover letter describing their qualifications and experience prior to **5:00 pm on Friday, December 7, 2012**. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

ALL RESUME PACKAGES MAY BE DIRECTED TO: Nisga'a Lisims Government

Attention: Human Resource Department
P.O. BOX 231, NEW AIYANSH, B.C., V0J 1A0
Fax Number: 250-633-2367
Email: hrdept@nisgaa.net