



Job offer

Accounting Clerk

(permanent, full-time)

**MICMACS OF
GESGAPEGIAG is a
First Nations
government with
about 110
permanent
employees whose
mission is to deliver
a variety of services
from education to
health care to
policing to the
members of the
community.**

Under the supervision of the Financial Controller, the challenges of the job are:

- Code and enter invoices properly in the system.
- Responsible for the entry of the payables.
- Organize the daily incoming invoices.
- Print the approved cheque every day, obtain signature and process.
- File paid and unpaid invoices daily.
- Reconcile all suppliers' statements.
- Bank reconciliation.
- Balance different sheet accounts.
- Produce invoice in collaboration with the Financial Controller.
- Replacement of payroll clerk when needed.

Qualifications required:

- Diploma or courses in accounting.
- Minimum of 1-year experience in accounting.
- Ability to work with EXCEL.
- Experience working with an accounting software (ACCPAC an asset).
- Excellent written and Oral Communication skills in English.
- Oral Communication in French and Mi'gmaq an asset.
- Must have a valid Medicare card.
- No criminal record.

Profile of the ideal candidate:

- High level of confidentiality.
- Good interpersonal skills, autonomous, good judgment.
- Experience working with a native community.
- Sensitive to the social and cultural dynamics of First Nations communities.
- Skillful in planning and organization.
- Experienced in teamwork.

Hiring priority: Given to Gesgapegiag Registered Band members followed by other Mi'gmaq followed by other First Nations individuals followed by members of general public.

Remuneration: Salary will be according to the salary scale in force (starting at \$16.60/hr for 32 hours per week), depending on experience.

Job location: Gesgapegiag

Date of assumption of duties: January 2019.

All applications will be treated in a confidential manner.

**Send your cover letter and resume before
Friday January 11th, 2019 at 12:00 PM (noon) to:
Susan Willett, Human Resources Officer
E-mail: susan.willett@gesgapegiag.ca**