



EMPLOYMENT OPPORTUNITY

Job Title: **ACCOUNTING CLERK SUPERVISOR**

Department: Finance

Location: 1371 Second Ave., Dawson City, YT

Starting Wage: \$32.69 hourly/40 hours per week

Closing Date: On Going

Description

Supervisors of finance supervise and coordinate the activities of workers in the following unit groups:

Payroll administrators, accounting and related clerks, Banking, insurance and other financial clerk and collection clerks.

Essential Qualification:

*Must have a degree related field of study

*Must have 5-10 years of Experience

*Must have knowledge and skills on computer and accountings of software applications

*Must be able to work with minimal supervision.

Duties & Responsibilities

1. Develop financial strategies by forecasting capital, facilities, debt, cashflow and staff requirements; identifying monetary resources and developing action plans.
2. Examine and verify accuracy of work and authorize routine payments, credits and other transactions.
3. Resolve work-related problems, prepare and submit progress and other reports.
4. Establish work schedules and procedures and coordinate activities with other departments.
5. Ensure smooth operation of computer systems and equipment's and arrange for maintenance and repair work.
6. Maintain an accurate and up to date payables and receivables listing.
7. Prepare customer invoices and post revenues based on service contracts, rental agreements, or other information provided.
8. Charging GST in accordance with Canadian Tax Laws.
9. Must be able to create chart accounts for the company.
10. Collect and verify time keeping information for all employees.
11. Submit all payroll information to payroll processor (Ceridian) on a timely basis and verify payment amounts are accurate and in accordance with payroll and tax laws.
12. Maintain payroll information by collecting, calculating and entering data.
13. Establish a set of internal controls and system of regular financing reporting that meet the needs of the company and the Board of Directors including cashflow, profit and loss, accounts payable, accounts receivables work on progress and variances to budget.
14. Have a complete and thorough knowledge of all finance and accounting functions, systems, relevant software and procedures.
15. Implement efficient working processes and coordinate, assign and review the work of clerks engaged in the following duties: Account payables and receivables; verifying and recording financial documents; payrolls, processing, verifying and recording insurance claims and forms; collecting user fees and payments on overdue accounts.
16. Maintain all company operating, payroll, savings and investment banking accounts including deposits, disbursements and balancing.
17. Perform payroll duties.

Condition of Employment

- Criminal Record Check
- Certified Copies of Credentials

Please email application or request for more information to tina.timms@chiefisaac.ca
Or visit our office at 1371 2nd Avenue, Dawson City, YT

As a Tro'ndek Hwech'in first nation owned for profit business, our mandate is to deliver returns to our shareholders. Wherever possible, our first preference for hiring shall be given to our qualified Citizens. We thank you that all that apply but not only those selected for further consideration will be contacted.