



PO Box 1110, 1371 2nd Avenue
Dawson City, YT, Y0B1G0

EMPLOYMENT OPPORTUNITY

Job Title: **ACCOUNTING CLERK**
Department: **Finance / Fulltime**
Starting Wage: **\$30.77 hourly**

Closing Date: On Going

Description

Accounting and related clerks' duties: calculate, prepare and process bills, invoices, accounts payable and receivable, budgets and other financial records according to established procedures.

Requirements:

- Must have a degree in related field of study
- Must have 4 years plus of Experience
- Must have knowledge and skills on computer and accountings of software applications.
- Knowledge of office administrative and clerical practices and procedures.
- Knowledge of accounting principles and practices including the recording, analysis and reporting of financial information.
- Knowledge of principles and practices of financial management, monitoring and accountability frameworks, reporting procedures, banking, and markets.

Duties and Responsibilities:

- Calculate, prepare and issue documents related to accounts such as bills, invoices, inventory reports, account statements and other financial statements according to the company procedure and standard.
- Code, total, batch, enter, verify and reconcile transactions such as accounts payable and receivable, payroll, purchase orders, cheques, invoices, cheque requisitions, and bank statements in a ledger or computer system
- Compile budget data and documents based on estimated revenues and expenses and previous budgets
- Prepare monthly reports or cost estimates required by the company.
- Calculate costs of materials, overhead and other expenses based on estimates, quotations, and price lists
- Respond to customer inquiries, maintain good customer relations and solve problems with minimal supervision.
- Perform related clerical duties, such as Word processing, Microsoft Excel and Accounting software as maintaining filing and record systems, faxing and photocopying.

Condition of Employment

- Mandatory confidentiality is a condition of employment for all Chief Isaac personnel
- Criminal Record Check
- Valid Class 5 Driver's License

Benefit package for permanent employees

*CII Hiring Policy Applies (Preference will be given to a qualified Tr'ondek Hwech'in citizen)
Please submit a detailed resume to:*

CONTACT

Tina Timms – C/O Chief Isaac Inc.
PO Box 1110
Dawson City, YT Y0B 1G0
Email: tinatimms@chiefisaac.ca

No phone calls will be accepted

We thank you for your interest, however, only those candidates selected for an interview will be contacted.