



PO Box 1110, 1371 2<sup>nd</sup> Avenue  
Dawson City, YT, Y0B1G0

## EMPLOYMENT OPPORTUNITY

Job Title: **ACCOUNTING CLERK SUPERVISOR**

Department: **Finance / Fulltime**

Starting Wage: **\$32.69 hourly**

**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.

### Requirements:

- 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

- Develop financial strategies by forecasting capital, facilities, debt, cashflow and staff requirements; identifying monetary resources and developing action plans.
- Examine and verify accuracy of work and authorize routine payments, credits and other transactions.
- Resolve work-related problems, prepare and submit progress and other reports.
- Establish work schedules and procedures and coordinate activities with other departments.
- Ensure smooth operation of computer systems and equipment's and arrange for maintenance and repair work.
- Maintain an accurate and up to date payables and receivables listing.
- Prepare customer invoices and post revenues based on service contracts, rental agreements, or other information provided.
- Charging GST in accordance with Canadian Tax Laws.
- Must be able to create chart accounts for the company.
- Collect and verify time keeping information for all employees.
- 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.
- Maintain payroll information by collecting, calculating and entering data.
- 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.
- Have a complete and thorough knowledge of all finance and accounting functions, systems, relevant software and procedures.
- 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.
- Maintain all company operating, payroll, savings and investment banking accounts including deposits, disbursements and balancing.
- Perform payroll duties.

### 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](mailto: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.

