



JOB POSTING

Consultation & Lands – Finance Clerk

Job Summary:

The C&L Finance Clerk is responsible for carrying out the day-to-day activities relating to the financial management of the Consultation and Lands Department.

Qualifications:

Education: A minimum of Grade twelve with demonstrated math, reading and writing skills.

Knowledge & Experience:

Knowledge of finance, accounting or book keeping,
Experience in – record keeping, finance, planning
Experience monitoring correspondence, plans and budgets

Other Requirements:

- Computer skills (Excel, Word Doc, and Outlook)
- Communication with external stakeholders
- Organizational skills.
- Ability to work with limited direction and under pressure.

Job Duties:

- Prepare invoices and pay requisitions,
- Manage accounts receivables and payables,
- Monitor expenditures and contribution agreements,
- Maintain project records, filing, budgets
- Treat public with respect and courtesy.
- Perform all work in a safe and healthy environment.
- Other duties as directed and as required to complete tasks assigned.

CLOSING August 24, 2022

Submit resume to **Melanie Daniels, Manager Consultation & Lands**
melanie@louisbulltribe.ca