



Ulkatcho

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Summer Student Employment Opportunity

For UFN Post Secondary School Students

JOB TITLE: Finance Clerk Trainee

DEPARTMENT: Finance

START DATE: Immediate

CLOSING DATE: May 29, 2020

Job Description:

Ulkatcho First Nation (UFN) seeks a motivated, reliable post secondary student for summer employment as a finance clerk trainee. The successful applicant will be trained in processing invoices received for payment and for undertaking the payment of all creditors in an accurate, efficient, and timely manner.

Training and Duties will involve:

- Processing accounts and incoming payments in compliance with financial policies and procedures
- Performing day to day financial transactions, including verifying, classifying, computing, posting, and recording accounts payables' data
- Processing bills, invoices, and payments
- Reconciling the accounts receivable ledger to ensure that all payments are accounted for and properly posted.
- Generate financial statements and reports detailing accounts payable status

Please provide a resume detailing your previous work experience and education background. The successful candidate will be required to submit a Criminal Record Check

TO APPLY: Submit a resume with a covering letter detailing your experience to:
landerson@ulkatcho.ca

NOTE: *Only those applicants selected for an interview will be contacted*