



JOB OPPORTUNITY

Cowessess First Nation is accepting resumes for the following position:

POSITION:

ACCOUNTS PAYABLE ASSISTANT

JOB SUMMARY: This is an entry level support position in the Finance Department. Responsible for maintaining accurate records of business transactions by verifying documentation, inputting data, assisting with audit requirements, issue receipts and general office procedures including; answering the phones, sorting cheque stubs, filing and other related duties as assigned.

QUALIFICATIONS:

- Possess a Certificate in accounting or business management or two (2) years related experience.
- Must have the knowledge and ability to operate a PC computer and be able to input data into automated system and be familiar with the following software: Sage 300, Excel and Microsoft Word.
- Must have the knowledge of effective office procedures, techniques, and data processing.
- Knowledge of First Nation Government Operations would be an asset.
- Must be able to work under pressure to meet deadlines and possess the ability to take direction and work with minimum supervision.
- Must submit a criminal record check along with resume.
- **Salary and Benefits will commensurate with qualifications and experience.**

Please **FORWARD** resumes to the following:

Email: ava.acoose@cowessessfn.com

DEADLINE for resumes is no later than 4:30 pm **June 20, 2019.**

****Only those selected for an interview will be contacted.****

