



Ta'an Kwäch'än Council

Employment Opportunity

Accounts Payable Clerk

Regular Full-time

Salary: \$72,851.10 - \$87,372.68 based on 35 hours per week (\$40.03 - \$48.02)

TKC Wage scale *6 plus benefits and RRSP matching

Closing Date: Friday, November 29, 2024

Reporting to the Assistant Finance Manager, the Accounts Payable (A/P) Clerk is responsible for processing accounts payable for Ta'an Kwäch'än Council. The A/P Clerk ensures that documentation and verification of accounting transactions are complete and accurate. As well this position is responsible for the administration of travel claims and the administration and tracking of purchase orders. This position will also assist in various accounting duties when required.

Required Qualifications (what we look for on your resume)

- Business-related coursework includes accounting and computer courses
- An equivalent level of education and experience will be considered (i.e. experience working in computerized accounting).
- Experience assisting in budgeting preparation

Required knowledge and skills (what we will assess):

- Ability to follow office management procedures (filing, filling out office forms,
- Knowledge of data entry concepts and procedures.
- Knowledge of basic accounting principles and budgeting processes
- Ability to operate computer (E-mail, word-processing, spreadsheet, database), telephone, fax, photocopier, calculator.
- good written and verbal communication skills
- Time management skills
- Can accurately input data and maintain accurate financial records.
- Ability to meet deadlines and prioritize workload.
- Ability to deal with interruptions and changing priorities.
- Ability to work cooperatively with others.
- Ability to strictly follow the code of conduct and Oath of Confidentiality. Ability to foster trust and maintain confidentiality.
- Knowledge of social structure in TKC, families, and the social conditions and social dynamics prevailing in the community.

- Knowledge of First Nation Government (land claim & self-government agreements, TKC Constitution).
- Knowledge of TKC history, culture, language, demographics, goals and aspirations.

Conditions of Employment:

- Oath of allegiance and secrecy,
- Conflict of interest declaration,
- Valid drivers' license
- Security Clearance – Vulnerable Sector

As per the TKC Policy, preference will be given to those qualified TKC Citizens who self-identify in their cover letter/resume, although we encourage all who may be qualified to apply.

We thank all those who apply, however, only those selected for further consideration will be contacted.

All submissions to: humanresources@taan.ca

Follow the link on the TKC website for a complete job description.