

**Employment Opportunity** University nuxelhot'ine thaa?ehots'ì nistameyimâkanak Blue Quills is seeking a **Finance Clerk**. This position will consist primarily with working with the accounts department. Applicant philosophy should align with the UnBQ philosophy, vision and mission statements

### **Full-Time Position**

Responsibilities required:

- Enter and balance accounts receivable and payable on a daily basis.
- Enter payroll data on the current computer accounting system.
- Assist with other accounting projects in the office.
- Track deposits made to bank and handle deposit transfers.
- Assemble financial data for audits.
- Monitor credit card charges, supplier statements, payment discrepancies, refunds, returns and miscellaneous charges.
- Maintain orderly financial filing system.
- Reconcile department accounts monthly and prepare reports to present to management.
- Ability to assist in carrying out the financial and administrative duties for Blue Quills.

Qualifications/skills include:

- A certificate in accounting and/or training in computer accounting with 3 years' experience.
- Strong knowledge of MS Office and ACPAC Accounting System.
- Excellent communication and administrative skills.
- Exceptional organization and time management skills.
- Ability to meet all assigned deadlines.
- Experience with bank reconciliation and tracking credit card transactions.

Re-Posted: October 19, 2022

Closing Date: Until Suitable Candidate Found.

Please submit resumes to: Sheila Poitras, UnBQ Box 279, St. Paul, AB T0A 3A0 Fax (780)645-5215/Email [sheilap@bluequills.ca](mailto:sheilap@bluequills.ca)

We thank all applicants for their interest, however only those chosen for an interview will be contacted.