

Job Summary

Location:
Déljné, NT

Department:
Finance

Annual Salary:
\$50,960.00

**Northern Living
Allowance:**
\$28,050.00 per annual

Benefits:
NEBS

Employment Type:
Indeterminate

Closing Date:
Open until Filled?

**Submit Resume and Cover
Letter to:**

Human Resources
Department
Déljné Got'jné Government
P.O Box 156
Déljné, NT X0E0G0
Tel: (867) 589-8100
Hr.manager@gov.deline.ca
Hr.assistant@gov.deline.ca

Accounts Payable Clerk, Finance

The Accounts Payable Clerk is responsible for providing financial and administrative services to ensure effective, efficient, and accurate accounts payable of the Déljné Got'jné Government (DGG). The Accounts Payable Clerk works within established DGG financial and operational policies and procedures. The Accounts Payable Clerk reports to the Chief Financial Officer (CFO) and is responsible for providing financial, administrative, and clerical accounts payable services. Providing these services in an effective and efficient manner will ensure that DGG as they relate to payables are accurate and up to date and that vendors and suppliers are paid within established time limits.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Déljné Got'jné Government operational policies and procedures and governance institutions
- Knowledge of office administration, office machines and basic bookkeeping procedures
- Perform day-to-day processing of accounts payable transactions to ensure that DGG accounts payable are maintained in an effective, current and accurate manner
- Provide administrative support in order to ensure effective and efficient office operations
- Knowledge of accounts payable, accounts receivable and maintaining general ledgers
- Ability to maintain confidentiality
- Excellent interpersonal skills
- Team building skills
- Very effective bookkeeping and organizational skills
- Analytical and problem-solving skills
- Decision making skills
- Effective verbal, listening and written communications skills
- Computer skills including the ability to operate computerized accounting, spreadsheet, and word-processing programs and email at a highly proficient level
- Ability to meet deadlines
- Stress and time management skills
- Attention to detail and high level of accuracy is essential
- Ability to speak Déljné Got'jné language is an asset
- Perform other related duties as required

THIS POSITION IS TYPICALLY ATTAINED BY

- The Accounts Payable Clerk would normally attain the required knowledge and skills through basic accounting coursework combined with related financial and administrative experience
- One to two years' experience in Finance
- Post-secondary Grade 12 education or equivalent
- Preference will be given to Déljné Beneficiary
- Training Position will be provided to Successful Candidate
- Equivalencies will be considered