



# EMPLOYMENT OPPORTUNITY

**"OPEN TO THE PUBLIC"**

## Accounts Payable & Procurement – Term Full Time (1) year with possible extension

Finance & Capital

Posting Date: December 6, 2017

Salary: Level 6 Step 1 (32.15/hr.)

**Closing Date 4:00pm (PST): January 15, 2018**

Reporting to the Director of Finance and Capital the position is responsible for managing the processing of the accounts payable in accordance to the TH Policies and procedures and the Generally Accepted Accounting principles. The incumbent will communicate with suppliers, TH Staff and Citizens to obtain information and clarify. The position must ensure TH is covered for liability and all required legal information is attached for procurement documents. All responsibilities of this position will be performed with a high level of customer services.

**If this opportunity interests you, please submit a cover letter & resume clearly demonstrating the qualifications below, as selection for further consideration will be based solely on the information you provide:**

### Essentials:

- Completion of Grade 12 (or equivalency), supplemented by course work in bookkeeping/accounting or equivalent working experience;
- Advanced knowledge of electronic financial systems, preferably AccPac or a willingness to learn;
- Advanced knowledge or experience in financial procedures, processes and budgeting;
- Experience processing AP in a computerized environment;
- Intermediate knowledge of general office equipment operation;
- Knowledge of the contracts and agreements or a willingness to take the courses;
- Advanced Microsoft Office skills (word, excel); Strong organizational, prioritization, multi-tasking and time management skills;
- Strong communication, negotiation, problem solving and conflict resolution skills;
- Ability to meet critical deadlines with minimal supervision;
- Ability to prepare documentation accurately from verbal and written instruction;
- Ability to implement TH Policies, legislation, and standard accounting principles as it relates to the position;
- Ability to provide advice and information to TH staff relating to the position;
- Ability to provide assistance to various project managers by being able to step in at any stage of the project to assist them as needed.
- Strict confidentiality, be honest and trustworthy;
- Excellent listening and communication skills, both oral and written;
- Ability to deal tactfully and respectfully with all citizens, staff and the general public;
- Ability to follow direction and established procedures and work with minimal supervision;
- Ability to prioritize and organize work requirements and deal with pressures of day-to-day workload;
- Demonstrate good work ethics, be reliable and self-motivated;
- Ability to work effectively in a cross cultural environment and be sensitive and understanding of First Nation Culture and Traditions;
- Willingness to continue to learn through personal and professional development opportunities that will benefit TH and improve service delivery;
- Willingness to continue to take courses to keep current in the accounting and procurement field;
- Ability to seek direction or clarification when required;
- Ability to establish and maintain effective working relationships;
- Ability to be flexible;
- Ability to perform multiple, technical tasks;
- Analytical skills including a grasp of technological issues;

### Conditions of Employment:

- Mandatory confidentiality is a condition of employment for all TH personnel. Failure to meet this requirement could result in dismissal;
- Criminal records check;
- Valid Class 5 driver's license and clear driver's abstract;
- Willingness to travel when required.

**A detailed job description is available upon request.**

For more information, contact Human Resources

Phone: (867) 993-7100 – EX: 112 or 126 Fax: (867) 993-6553

Email: [hrjobs@trondek.ca](mailto:hrjobs@trondek.ca)

Mail: Tr'ondëk Hwëch'in Government, P.O. Box 599, Dawson City, Yukon, Y0B 1G0

Physical Location: 1242 Front Street, Dawson City, Yukon

**We thank all applicants, but only those selected for further consideration will be contacted.**

*"To work together, to speak with one voice and to serve Tr'ondëk Hwëch'in Citizens in the pursuit of a strong, healthy, and united future."*