



EMPLOYMENT OPPORTUNITY

Finance Clerk (1 position)

The Key First Nation has an opening for a Finance Clerk. This is a full time position. This position is responsible for supporting the finance department by accurately processing cheques, bill payments and miscellaneous requisitions related to accounts payable, travel reimbursements. This position will require a mature, hardworking, reliable and Independent person. This person will work closely with the Finance Manager & Director of Operations.

Qualifications:

- Must have a certificate or diploma in office administration and/or accounting or an equivalent combination of experience and training.
- Knowledge of The Key First Nation community and history.
- Experience and/or training in research and data compilation.
- Excellent understanding of computer programs and office equipment.
- Excellent written and oral communication skills.
- Must be willing to travel and must possess a valid drivers license and reliable vehicle, must submit a current Criminal Record Check.

Deadline: May 20, 2017 4:30pm

Please submit cover letter, resumes & three written references

to: Melody Brass

Box 70

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