Siksika Family Services Corporation
SIKSIKA EMPLOYMENT AND TRAINING
Accounts Payable Clerk
On-reserve
Part-Time
Closing Date: OPEN until position is filled.
March 2024

GENERAL STATEMENT OF POSITION:

The Part-time Accounts Payables Clerk is responsible for assisting the Accounts Payables (AP) Administrator for the timely and accurate operation of the AP. Under the direction of the AP Administrator the clerk will provide day-to-day financial operational responsibilities for Siksika Employment & Training Services (SETS). There will be times when the AP Clerk will provide coverage for the AP Administrator.

REPORTS TO: Accounts Payable Administrator

DUTIES AND RESPONSIBILITIES:

- Completing all accounts payable day-to-day functions.
- Enter and verify time/vacation into ADP Payroll System for temp employees and students when directed.
- Work closely with AP Administrator, management, office, and finance teams to assist with various tasks and reports.
- Ensures the timely, efficient, and accurate processing and payment of all accounts payable transactions.
- Scan and file all financial records.
- Assist in the preparation for the annual audit.
- Provide coverage for any leaves and any other issues that might arise, which may include all accounts payable administrator or reception duties.
- Other related duties.

EDUCATION AND EXPERIENCE:

- Grade 12 or equivalent
- Accounting Certificate or Diploma
- Or 2 Years of Accounting Transfer Skills obtained from on-the-job training/experience.

Resumes and cover letters should be emailed to familyserviceshrm@siksikafamilyservices.com

Please quote **Job Title** for reference.

*IMPORTANT: All applications **must** be complete and include the following:*

1. *Degree/Diploma/Certificates and/or other pertinent related documents.*
2. *Clear Criminal Record and Child Intervention Check.*
3. *Copy of Driver 's License.*

We thank all those applicants in advance, however only those candidates selected for an interview will be contacted.