**Yellow Quill Child and Family Prevention Services Inc.**

**Box 273, Yellow Quill, SK S0A 3A0**

**306 327 1005 or 639 328 7710**

**Email –** **yqcfps@gmail.com**

EMPLOYMENT OPPORTUNITY

 Accounts Payable Clerk

Yellow Quill Child and Family Prevention Services Inc. is in search of a part-time Accounts Payable Clerk (with the possibility of it leading to full-time.) This position is based ON RESERVE and reports directly to the Finance Manager. The primary role of the accounts payable clerk will be receiving, processing invoices, payments, bi-weekly payroll, administering employer insurance benefits, etc.

**Requirements:**

* Excellent written skills
* Accounting certification or experience in accounts payable (employer is willing to train the right individual)
* Attention to detail, accuracy in numeracy and data entry
* Confidentiality is required at all times
* Proficiency in Microsoft Office with a focus on Excel
* Excellent time management skills
* Ability to meet deadlines
* Ability to take direction
* Strong data entry skills
* Valid Class 5 Driver’s License
* Reliable transportation
* Clean criminal record and vulnerable sector check

**Duties will include:**

* Receiving and processing invoices for payments
* Calculating deductions for employment insurance, Canada pension plan, vacation pay, Employer Insurance Benefits, etc. for payroll
* Issuing payments as needed
* Accurate data entry
* Other duties as assigned by Finance Manager
* **Salary will commensurate with experience, skills, education and training.**

Please submit resume and cover letter along with three references to:

Charlene Tony – Human Resources Manager

Yellow Quill First Nation

Box 273

Yellow Quill, SK S0A 3AO

Email: ctony77@hotmail.ca

* **POSITION WILL REMAIN OPEN UNTIL SUITABLE CANDIDATE IS FOUND**