

Full-Time Temporary Position Job Posting – Finance Clerk

Location: Wagmatcook Band Office & Wagmatcook Cultural & Heritage Centre

Duration: Approximately four months starting late December. This could become a permanent position.

Detailed Job Description

- Receive & prepare deposits
- Maintain a record of all sales
- Maintain the ATM & vending & coin machines
- Prepare cheque requisitions
- Prepare invoices
- Assist in administration functions when necessary
- Special projects as needed

Qualifications:

- Bondable
- Experienced in handling cash
- Ability to travel
- Strong math skills
- Strong skills in Microsoft Excel and Word
- Able to handle multiple tasks simultaneously
- Attention to detail
- Good organizational skills

Preference will be given to a Wagmatcook band member or Wagmatcook community member.

Submit your resume with a letter of interest to the Wagmatcook Band Council no later than December 10th, 2015 by 4:00pm. Drop off, email or fax it to:

Andra Bernard at the Wagmatcook Band Council
andra.bernard@wagmatcook.com
Phone: 902-295-2598
Fax: 902-295-1473