

Employment Opportunity

POSITION: BOOKKEEPER INTERNSHIP

DEPARTMENT: RESIDENTIAL DEVELOPMENT

Samson Cree Nation Residential Development is seeking for an organized, efficient Bookkeeper with an eye for detail and high level of accuracy. Bookkeeper Intern can expect to handle communications with vendors, clients, and internal departments, assist with inventory, database, and record maintenance, prepare financial reports, issue checks and making deposits, and generally ensure that the office operations are running smoothly. You should be professional and courteous with strong computer skills and a thorough understanding of accounting and financial principles.

To succeed as an Bookkeeper Internship, you should be a skilled multi-tasker with excellent time management, computer software Xyntax, Sage and communication skills. Candidates should understand and abide by all GGAP accounting procedure and principles and have a commitment behaving ethically in the workplace.

Responsibilities:

Bookkeeper maintains records of financial transactions by establishing accounts posting transactions ensure legal requirements are in compliance

- Performing basic office tasks, including answering phones, responding to emails, processing mail, filing, etc.
- Maintaining a database, ensuring that records are complete and current.
- Recording information, processing, and filing forms.
- Preparing checks, deposits, budgets, and financial reports.
- Updating ledgers, researching and resolving discrepancies.
- Auditing financial documents
- Responding appropriately to vendor, client, and internal requests.
- General Ledger research and reconciliation.
- Execute Data Entry operations.
- Prepare vouchers, bills, invoices and checks.
- Verify documents substantiating business transactions.
- Verify and post particulars of business transactions.
- Verify bill discrepancies and resolve with customers.
- Assist in preparation of balance sheet, budgets and projection statements.
- Keep up-to-date with financial reconciliation with the Finance Department to make sure all financials match.
- Audit programs and projects as per CMHC and ISC guidelines
- And other duties assigned by the Senior Manager.

Qualifications:

- Must have Accounting or Business Designation.
- Completion of degree or diploma combined with a minimum of 5 years of experience.
- Ethical behavior when dealing with sensitive financial information.
- High level of accuracy and efficiency.
- Exceptional verbal and written communication skills.
- Computer literacy and strong typing skills, experience with accounting software Xyntax and Sage is a requirement as well as MS Word, Excel and PowerPoint.
- Must have a clean Criminal Record Check.
- Must have class 5 drivers and own transportation.
- Have telephone etiquette skills.

All Applications will be screened

CLOSING DATE: August 2, 2019

INTERVIEWS: TO BE ANNOUNCED via Telephone

For applications further information contact

**Samson Cree Nation
Personal Department
Box 159
Maskwacis, AB**

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