



Lac La Ronge Indian Band
HEALTH SERVICES DEPARTMENT
Phone: 306-425-3600
Fax: 306-425-5520
Toll Free: 1-877-425-3443



EMPLOYMENT OPPORTUNITY

(This is a re-advertisement. Previous applicants do not need to re-apply.)

CLOSED COMPETITION

1 – 1 Year Term

Junior Finance Officer

For the Community of La Ronge

Lac La Ronge Indian Band Health Services is now inviting applications for 1 (one) – One Year Contract Full Time, Junior Finance Officer, with a possibility of a Permanent Full-Time Position after the 1 Year Term. The successful candidate will work in the community of La Ronge, under the supervision of the Finance and Administration Manager. The ideal candidate will be responsible for the provision of specialized Payroll administration, accounting and financial services for the LLRIB Health Services Department.

Duties:

- AccPac Payroll System and Attendance Records; Accounts Payable and General Ledgers;
- Financial reporting and analysis in accordance with generally accepted accounting principles;
- Month-end & year-end accounting cycles;
- Transaction processing for Accounts Payable & Receivable;
- Performing and maintaining financial records;
- Ensures the accountability of all expenditure and revenues;
- Other administrative and financial duties as assigned;

Qualifications:

- Diploma in Business Administration and/ or 3 years' experience with related education;
- Knowledge in AccPac for Windows, including Payroll;
- Ability to utilize accounting programs, maintain financial records;
- Clear understanding of generally accepted accounting principles;
- Excellent communication skills, ability to work as a team, must be bondable;
- Must have a Valid Class 5 Driver's License;
- *Security Clearance:* Criminal Record Check, Vulnerable Sector Check and Driver's Abstract required upon hire;

Salary/Wage: \$ 17.385 to \$ 20.410 per hour (depending on Education and Experience).

Benefits: LLRIBHS offers a comprehensive salary and benefits package such as Recognitions, Northern Allowance, Housing Subsidy, Extended Health Care and Pension.

Posted: Tuesday, February 06, 2018 **Deadline:** Tuesday, February 20, 2018

To Apply: Submit cover letter and resume including three (3) work related professional references (excluding Chief & Council), one of the reference must be from your current or most recent Employer, to

Email to: hr@llribhs.ca **Phone:** 306-425-1700 **Fax:** 306-425-5520
Or Visit: www.saskjobs.ca or www.llribhs.org

In the cover letter, please indicate permission to contact references.

LLRIBHS thanks all interested applicants; however, only those chosen for an interview will be contacted. The successful candidate will be required to undergo a criminal record check and vulnerable sector screening check. Please be advised applications received without the proper documentation may not be considered.