



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



EMPLOYMENT OPPORTUNITY

OPEN COMPETITION

1 – Junior Finance Officer *For the Community of La Ronge*

Lac La Ronge Indian Band Health Services is now inviting applications for 1 (one) – Permanent Full Time, Junior Finance Officer. 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;
- 3 years' experience in finance;
- Combination of education and experience may be considered;
- Knowledge in ACCPAC software, 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: *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, November 27, 2018 **Deadline:** Tuesday, December 11, 2018

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

Email: hr@llribhs.ca **Phone:** 306-425-1700 **Fax:** 306-425-5520

Or Apply Online at: <https://llrib.bamboohr.co.uk/jobs/view.php?id=119>

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.