



MUSKEG LAKE CREE NATION
Investment Management Corp.

Date: August 25, 2022

Position: FINANCE CLERK

Location: Saskatoon, SK

Job Type: Full-Time Permanent

Deadline to Apply: September 2nd, 2022

The Finance Clerk provides accounting and clerical support associated with day-to-day operations of MLCN Investment Management Corp (MLCNIMC) and related entities. The candidate will perform duties in accordance with established procedures and instructions.

Responsibilities:

- Administration support for MLCN Investment Management Corp and related entities
- Data Entry for MLCNIMC and related entities
- Accounts Payable and Accounts Receivable: Issue invoices, remit bill payments, cheque processing, monitoring AR/AP accounts
- Complete bank reconciliations
- Compile budget data for reporting
- Assist accountant with GST and PST filing
- Maintain and prepare reports from electronic files including ATM Reconciliations and Saskatchewan Finance Submissions
- Sort, verify and enter transactions on daily cash sheets to Excel
- Assist with preparing month-end inventory reports
- Respond to customer inquiries, maintain good customer relations, and solve problems
- Perform related clerical duties, such as word processing, maintaining filing and record systems, faxing and photocopying
- Contributes to team effort by accomplishing related results as needed.

Requirements

- Knowledge of Microsoft Office Programs – Proficient in Excel
- At least one year in office setting with accounting/bookkeeping experience – Preferred but not required
- Post-secondary training in office administration

Interested candidates may email resume with cover letter to: info@mlcninvestment.ca Attn: Human Resources.

