

## Job Summary

**Location:**  
Deline, NT

**Department:**  
Finance

**Salary:**  
TBA

**Northern Living  
Allowance:**  
N/A

**Employment Type:**  
Term (3 months)

**Relocation:**  
N/A

**Housing:**  
N/A

**Closing Date:**  
Open Until Filled

Apply to:  
[jobs@gov.deline.ca](mailto:jobs@gov.deline.ca)

## ACCOUNTS PAYABLE FINANCE CLERK – FINANCE DEPARTMENT

The Accounts Payable Clerk is responsible for providing financial and administrative clerical duties to ensure effective, efficient and accurate accounts payable of the Déljné Got'jné Government (DGG). The accounts payable clerk works within established DGG financial and operational policies and procedures.

The Accounts Payable Clerk reports to the Chief Financial Officer and is responsible for providing financial, administrative and clerical accounts payable services. This includes processing and monitoring payments to DGG, vendors, contractors, suppliers and others. Providing these services in an effective and efficient manner will ensure that DGG finances as they relate to payables are accurate and up to date and that vendors and suppliers are paid within established time limits.

## KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounts payable, accounts receivable and maintaining general ledgers
- Strong organizational and filing skills.
- Ability to maintain a high level of accuracy in preparing and entering financial information
- Knowledge of office filing systems and office equipment such as photocopiers, scanners, etc.
- Ability to maintain confidentiality concerning financial files
- Excellent communication skills with good ability to build relationships with internal clients/colleagues online and in person.
- Reliable with a positive learning attitude, and ability to work independently and with a team
- Time management skills and effective written communication skills
- Use of alphabetical and numeric systems to organize paper and electronic records
- Bookkeeping and accounts receivable experience is an asset
- An understanding of policies and procedures
- A Criminal Record / Vulnerable Sector check must be provided.

## THIS POSITION IS TYPICALLY ATTAINED BY

- Demonstrated strengths in computer software applications.
- Grade 12 diploma or equivalent
- Some related work experience and/or equivalent combination of education and experience would be an asset.
- Some knowledge of administration, office machines, and basic skills with spreadsheet and word processing programs
- Ability to communicate effectively in English and Slavey

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