

General Description

Settlement Investment Corporation is an Indigenous Financial Institution, that provides financing to Métis Settlement Member businesses and agricultural enterprises.

We are a small team of individuals who work together to accomplish tasks and meet deadlines. Therefore, the successful candidate must be a team player who has experience working in an unsupervised environment, is able to meet deadlines, and has experience with bookkeeping.

The bookkeeper/office clerk will work under the direction of the General Manager and the Board of Directors.

Loans Support Officer Duties:

- Oversee all financial activities (AP, AR, Reconciliations, Payroll, and Government Remittances).
- Post journal entries and reconcile accounts.
- Assist with the development of financial projections and annual budget development.
- Year-end reconciliation and reporting as primary contact for the Auditors.
- Assist Loans Officers in compiling loan application files.
- General office duties such as filing and answering phone calls.
- General duties as instructed by the General Manager.
- Record minutes for Board meetings

Qualifications:

- Certificate or Diploma in accounting or bookkeeping.
- 3 to 5 years work experience in the accounting field.

Skills

- Must have a strong understanding of accounting principles and concepts.
- Proficient with computers and the use of Microsoft Office software and/or including Word, Excel, Power Point, and electronic records management system.
- Experience with Sage 300 is an asset.
- Ability to maintain strict confidentiality and exercise diplomacy and discretion.
- Excellent attention to detail with a high degree of accuracy without supervision.
- Experience with grant or project funding is an asset.



Bookkeeper / Office Clerk Part-Time

Wage

- Based on experience and expectations.

Hours of Work

The opening is for a part-time position working 15 to 20 hours per week. As long as deadlines are met, we are flexible with the days worked each week.

APPLICATION INSTRUCTIONS

Please send Resume and Cover-Letter to: randya@settlementinvestcorp.com

Deadline to Apply: Extended until qualified applicants are hired.

Thank you to all candidates that apply. We thank everyone for their interest; however, only applicants under consideration will be contacted.