



Yellowknives Dene First Nation

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HOUSING DIVISION  
902A Sikyea Tili, Yellowknife, NT X1A 0A7

## EMPLOYMENT OPPORTUNITY

### Bookkeeper (part-time)

Under the authority of the Yellowknives Dene First Nation Government Chiefs and Council and under the direct supervision of the Housing Manager, the part-time Bookkeeper will implement the daily financial administration of the YKDFN Housing division adhering to the authority of the YKDFN Finance Policy. The work schedule for this position is flexible 3 days per week and is located in Ndilo.

The ideal candidate for this position will have a post-secondary education in a designated accounting field with 2 years related work experience; or equivalent combination of 4 years' experience in a finance position with relevant training. The candidate must have experience in Sage 50, Accounts Receivable/Payables and Payroll.

The candidate must be able to work with minimal supervision and interact with individuals of all levels in a professional manner. Knowledge and/or experience working with the First Nations organizations, and the language, cultural history and customs of the Weledeh people are all definite assets.

*A detailed Job Description for this position is available upon request.*

The Yellowknives Dene First Nation Housing Division offers a competitive wage with excellent comprehensive group insurance coverage and benefits. To be considered, your application or resume must be submitted to the Human Resources office by closing date of **May 18, 2018**.

**FAX, EMAIL OR DROP OFF YOUR RESUME TO:**

Human Resources Division  
Yellowknives Dene First Nation  
Fax: (867) 873-5969  
Email: [hr@ykdene.com](mailto:hr@ykdene.com)

**We thank all that apply, but only those who have been short listed will be contacted.**