

## Selkirk Development Corporation

Position: **Administration/Finance Assistant**  
Closing Date: **Thursday, March 15, 2018 at 4:00 pm**  
Status: **Permanent**  
Location: **Whitehorse, YT**  
Salary: **Based on experience**

### **Job Summary:**

Reporting to the Office Manager, the candidate is responsible for; providing reception, administrative, finance and logistics support to Selkirk Development Corporation. Performs all tasks necessary to maintain an efficient office including word processing, processing mail, filing, minute taking, transcription and general office procedures. Performs basic bookkeeping functions including payroll, reconciliation of various accounts and bank statements, processing accounts receivable/payables, data entry, accounting and financial support to the Finance Officer, and performs Property Management for SDC Rental Units.

Must have the ability to work independently in a confidential environment with frequent interruptions. Must be able to multi-task, manage time, be able to work in a team environment and prioritize the workload while maintaining a positive attitude.

### **Education**

High school graduate with post secondary education in business administration or office administration, bookkeeping using Quick Books or Sage Accounting and two years experience working in a similar office environment or a combination of education and experience that would provide an equivalent level of expertise.

Requirements: Applicants must have valid Yukon's drivers license and be willing to provide a criminal records check.

Preference will be given to qualified Selkirk First Nation citizens but all interested qualified individuals are encouraged to apply.

### **Please submit resumes outlining experience in the above to;**

Selkirk Development Corporation, Unit 410, 2237 – 2<sup>nd</sup>, Whitehorse, YT, Y1A OK7

Email: [broberts@selkirkdevcorp.com](mailto:broberts@selkirkdevcorp.com)

Phone: 867-393-2181

Fax: 867-393-2182