

Selkirk Development Corporation

Position: **Finance Officer**
Closing Date: **Monday, February 18, 2019**
Status: **Full-Time Permanent**
Location: **Whitehorse, YT**
Rate: **Commensurate with experience**

Job Summary:

Reporting to the Chief Executive Officer (CEO), the Finance Officer is responsible for the day to day accounting operations, assisting in the preparation of budgets, reconciling daily, monthly and yearly transactions relating to Selkirk Development Corporation and its affiliated companies. Is responsible for maintaining the accuracy and integrity of the SDC payroll system. This position ensures timely reporting and compliance to various government agencies, monthly remittances of benefits and administration of taxable and other employee benefits. Performs bookkeeping functions including accounts receivables, accounts payables, bank reconciliations, payroll, prepares and processes financial statements, and administers benefits plan.

Education/Experience:

Completion of Grade 12 with post secondary education in financial accounting or bookkeeping program, and/or minimum of 5 years experience.
Experience in QuickBooks, Ceridian PowerPay and Microsoft applications is required.
Experience in grocery store accounting procedures would be an asset.

Skills/Abilities:

Ability to manage, support, and work within a team,
Ability to multiple task and prioritize duties in a fast-paced environment,
Ability to deal with change effectively,
Ability to maintain confidentiality.

Please submit resume with a cover letter outlining experience to: Selkirk Development Corporation - Attention: Office Manager

Email: broberts@selkirkdevcorp.com
Phone: 867-393-2181
Fax: 867-393-2182

Only Candidates who are selected for an interview will be contacted.

*Preferential hire in effect for qualified Selkirk First Nation citizens.