



BLACKHAWK'S GAS

101195638 SASK LTD.

PO BOX 964

DUCK LAKE, SK S0K 1J0

306-467-2424 (store)

306-467-2425 (office)

FAX: 306-467-2426

Employment Opportunity

Title:

Bookkeeper – 1 full-time (1 year term contract)

Responsible To:

Manager – Blackhawk's Gas

Summary:

Blackhawk's Gas requires 1 ideal candidates to serve as "Bookkeeper"

Core Competencies:

- Greeting customers;
- Maintaining an clean and orderly office and primary workspace;
- Make sure that the transactions are tendered correctly: cash as cash, debit as debit etc;
- Report any problems/concerns that arise to management;
- Check messages left on the phone, as it affects the Debit machine & phone card machine;
- Ensure daily cash outs are accurate;
- Develops system to account for financial transactions by establishing a chart of accounts; defining bookkeeping policies and procedures;
- Maintains subsidiary accounts by verifying, allocating, and posting transactions;
- Balances subsidiary accounts by reconciling entries;
- Maintains general ledger by transferring subsidiary account summaries;
- Balances general ledger by preparing a trial balance; reconciling entries;
- Maintains historical records by filing documents;
- Prepares financial reports by collecting, analyzing, and summarizing account information and trends;
- Complies with federal, and provincial requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed actions;
- Contributes to team effort by accomplishing related results as needed;
- Manage purchase order program in cooperation with the manager and cashiers; and are applied to all appropriate accounts;
- Maintains records of financial transactions by establishing accounts; posting transactions;

Bookkeeper Skills and Qualifications:

Develop standards, analyze information, deal with complexity, reporting research results, data entry skills, accounting, attention to detail, confidentiality and thoroughness

Qualifications:

- Diploma in Accounting;
- Knowledge of Simply Accounting;
- Easily trainable;
- Previous work experience in this field is a definite asset;
- Possess computer skills;
- Driver's licence and reliable vehicle is a definite asset; and
- Must be able to provide a CPIC.

Interested applicants are invited to submit a covering letter, resume, and references to:

Re: **Bookkeeper**
Blackhawk's Gas
PO Box 964
Duck Lake, SK S0K 1J0

Applications can also be dropped off with management at Blackhawk's Gas or with the receptionist in-person at the Band Office or email to blackhawksgas@sasktel.net or faxed to (306) 467 – 2426 Attn: Stephanie Gamble

Closing date for submissions is **12:00 pm (noon) on Friday, May 1, 2015.**

We thank all those who are interested but only those selected for an interview will be contacted.