

TERM ACCOUNTING CLERK



Legal Aid Saskatchewan has an opportunity available at its Head Office, located in Saskatoon, for an Accounting Clerk for a one-year term reporting to the Director of Finance and Information Technology.

Legal Aid Saskatchewan, through its 14 offices around the province, provides accessible and professional legal services in criminal and family law to eligible people.

The individual will be responsible for verification and payment of invoices from private bar lawyers inclusive of client related correspondence. The position involves reviewing and processing invoices plus related verbal/written follow up; entering data into a computerized database, Excel spreadsheet and accounting system; creating/maintaining files and completing written correspondence.

Applicants must possess: good interpersonal skills; customer service focus; experience and fluency in Microsoft Office, specifically Excel, and possess the ability to use other accounting software computer programs/databases. Applicants are required to have one year of relevant post-secondary office education plus a minimum of one year of previous related experience. Assets would include knowledge of accounting.

The salary range is \$22.57 to \$27.46 per hour. The position can be flexible accommodating a 28-35 hour work week.

We encourage applications from people of Aboriginal ancestry, persons of a visible minority group, persons with disabilities and women seeking management and non-traditional roles. Legal Aid Saskatchewan has an employment equity program approved by the Saskatchewan Human Rights Commission.

Please forward resume with references **prior to August 28, 2019** to:

Human Resources
Legal Aid Saskatchewan - **Head Office**
#502 - 201 21st Street East
SASKATOON SK S7K 0B8
FAX: (306) 933-6764
E-Mail: humanresources@legalaid.sk.ca
Web: www.legalaid.sk.ca

NOTE: We thank all applicants, however only candidates to be interviewed will be contacted.