



Educating for Life!
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Yellowknife Education District No. 1 of the Northwest Territories

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Yellowknife Education District No. 1

invites applications for the following position:

SCHOOL FINANCE AND ADMIN ASSISTANT

Bilingual (French/English)

École J.H. Sissons

Full-Time One Year Term 2019/2020 School Year

The successful candidates should possess the following qualifications and attributes:

- experience with word processing and computer databases on (MSWord, Excel, PowerSchool) first aid training or willingness to train
- basic accounting/bookkeeping training and/or experience, experience using Simply Accounting and Bellamy
- general clerical skills
- ability to effectively interact with students, school and district staff, parents and the general public
- ability to work independently in a fast-paced environment with constant interruption
- the ability to perform numerous other office/secretarial/school related tasks as directed by the school administration
- the ability to work as a positive team player with an ability to multi-task
- skills in desktop publishing, updating website, photography and video technology preferred

Please submit resumé and three (3) references to Stacey Scarf, Manager of Human Resources, at stacey.scarf@yk1.nt.ca **no later than 3:30 p.m. on May 21, 2019.** Electronic applications only please.

Only those applicants selected for an interview will be contacted. All YK1 Employees must undergo a criminal record clearance.