



**is inviting applications for**

## **Finance Officer Accounts Receivable / Collections**

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**This is a permanent full time position**

Reporting to the Finance Supervisor, this position is responsible for performing and managing collection services and providing credit counseling to citizens and staff on behalf of TTC. The position is responsible for administration of accounts receivable. This position works closely with the Housing Department on current rental collection requirements and undertakes all activities associated with old housing related debts, foreclosures and associated legal action. This position is also responsible for administrative and accounting duties for the Teslin Tlingit Housing Society (TTHS). Must be able to work respectfully and cooperatively in a team environment and work in stressful situations. Willingness to take training is essential.

### **Education & Experience**

- grade 12 supplemented with two years course work towards an Accounting Designation, or the equivalent in training and experience
- coursework or relevant experience using various applicable software programs such as AccPac specifically: Accounts Receivable and General Ledger modules and Microsoft Office applications
- knowledge of generally accepted accounting principles (GAAP)
- knowledge of the Yukon Landlord and Tenant Act

**For a job description please call Michelle Fox @ 867.390.2532 ext. 317**

To apply, please submit a cover letter and resume

HR & Staff Development Officer  
Workforce Development  
Teslin Tlingit Council  
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**Closing Date: Tuesday July 31, 2018**

**\*\*no later than 4pm\*\***

TTC's Preferential Hiring Policy will be in effect.  
An equivalent combination of education, training and experience may be considered.

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## **EMPLOYMENT OPPORTUNITY**

**[www.ttc-teslin.com](http://www.ttc-teslin.com)**