**Box1364, 4602-49 Avenue**

**Lloydminster, AB/SK**

**S9V 1K4**

 **Phone: (306) 825-6558**

**Fax: (306) 825-6565**

The Lloydminster Native Friendship Centre, Inc. (LNFC) is currently accepting applications for the position of:

**ACCOUNTING TECHNICIAN**

Required an experienced Accounting Technician to provide administrative and bookkeeping support to the Executive Director in the following areas:

**Administration:**

* Record day to day financial transactions.
* Prepare financial reports as requested for review and reporting.
* Maintain filing system for all financial records,
* Research, develop and submit program applications and/or funding proposals to the Executive Director for review prior to forwarding to appropriate funding sources.
* Assist in development of program funding budgets monthly.
* Knowledge of Provincial/Federal Funding Agreements and Charity organizations (ANFCA Agreements)
* To help ensure project/program adherence to the terms and conditions of funding agreements.
* Other duties that are required by the Executive Director.

**Required:**

* Accounting/Finance experience minimum of 3-5 years.
* Accounting/Bookkeeping Training/Experience with SAGE50
* Proficient in MS Office, MS Word, and Excel
* Vehicle and Valid Drivers License.
* Criminal Records Check and Vulnerable Person’s Involvement Check.

**Deadline for Application:** OPEN FOR COMPETITION UNTIL SUITABLE CANDIDATE IS FOUND

Resume, ***including*** 3 references can be sent to:

Patsy Waskewitch, Executive Director

Lloydminster Native Friendship Centre

Box 1364, 4602-49th Ave.

Lloydminster, SK S9V 1K4

Fax:: 306-825-6565 email: execdirector@lnfc.org