



Yellowknife Education District No. 1

of the Northwest Territories
P.O. Box 788
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Yellowknife Education District No. 1 invites applications for the following position:

School Finance & Administrative Assistant Range Lake North School Full-time

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; as well as
- The ability to work as a positive team player with an ability to multi-task.
- Skills in desk top publishing, updating web-site, photography and video technology preferred

Please submit resume and three (3) references to Stacey Scarf, Manager, Personnel Services at stacey.scarf@yk1.nt.ca **no later than 3:30 p.m. on February 16, 2017**. Electronic applications only please.

Only those applicants selected for an interview will be contacted.

All YK1 Employees must undergo a criminal record clearance.