

NATIVE COUNSELLING SERVICES OF ALBERTA



Summer Student Finance Clerk– Stan Daniels Healing Centre Edmonton, Alberta

Competition No. 1232
Closing Date: April 16, 2010

Native Counselling Services of Alberta is currently seeking an individual to work with accounting personnel. The individual should have a strong work ethic and the ability to meet deadlines and work a flexible schedule within the mandate of the organization.

Skills & Qualifications:

- Minimum of grade 12 education and some experience with accounting.
- General knowledge of community agencies and resources.
- Must have a valid driver's license with required liability insurance for carrying passengers, as part of the job description.
- Provide recent enhanced reliability check including criminal record and child welfare checks.
- Must have excellent verbal and written communications skills.

Desirable:

- Extensive knowledge of Aboriginal people and their culture, traditions, and values is a definite asset.
- The ability to speak an Aboriginal language would be an asset.
- Specialized and technical knowledge of National Parole Board policy and procedures relating to case management is a definite asset.

Please forward resume to: Director
Stan Daniels Healing Centre
Native Counselling Services of Alberta
9516-101 Avenue
Edmonton, Alberta T5H 0B3
Telephone: 780-495-3748
Fax: 780-495-2257

We thank all applicants in advance. However, only those selected for an interview will be contacted.