

**2009-2010 BTEST Summer Student Employment Program  
Job Description**

Position Title: Accounts Clerk

Department/Entity: Blood Tribe Farming Initiative

Position Term: 16 Weeks

Rate of Pay: \$ 9.00 /Hour

Deadline to Apply: April 15/09

**General Description:**

- accounts payable - cheque run schedules
- accounts receivable
- receptionist duties
- filing

**Major Duties and Responsibilities:**

- Data entry - AIR & A/P.
- analyzing bills for payment
- Coding from General Ledger

**Necessary Knowledge, Abilities and Skills:**

- Accounting - Quick Books
- Computer - Excel, Word Perfect
- Business Admin

**Necessary Training and Experience:**

- Business Admin
- Accounting Software
- Telephone  
etiquette