

## 2009-2010 Summer Student Wage Subsidy Program Employer Application Part B

\*Please fill out for each Job

Position Title: Accounts Receivable Clerk Number requested: 1  
 Department (if applicable): Blood Tribe Finance  
 Immediate Supervisor: Phyllis Eagle Bear Phone: 737-8171  
 Rate of Pay to Student: \$ 10.00 /hour 37.5 hours/week 16 Weeks

Please indicate the number of weeks and preferred start and end dates requested for this position (*Please mark the corresponding number of weeks and dates*):

	Number of Weeks:	Start Date:	End Date:	Application Deadline
<input type="radio"/>	16	May 4	Aug 21	April 20, 2009
<input type="radio"/>	14	May 18	Aug 21	May 4, 2009
<input type="radio"/>	12	June 1	Aug 21	May 18, 2009
<input type="radio"/>	10	June 15	Aug 21	June 1, 2009
<input type="radio"/>	8	June 29	Aug 21	June 15, 2009
Best day for the interview:    mon    tues    wed    thurs    fri    morning    afternoon				

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

Position Title: Accounts Receivable Clerk

Department/Entity: Blood Tribe Finance

Position Term: 16 Weeks

Rate of Pay: \$10.00 /Hour

Deadline to Apply: \_\_\_\_\_

**General Description:**

*Assist Accounts Receivable Clerk*

**Major Duties and Responsibilities:**

*Maintain Master Files*

*Data Entry*

*Filing*

**Necessary Knowledge, Abilities and Skills:**

*Accpac for Windows*

*Accounting*

**Necessary Training and Experience:**

*Basic Accounting Required*

*Day to Day Bookkeeping*

*Invoice, Bank Deposits, Timesheets, etc.*

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

Position Title: Accounts Payable Clerk

Department/Entity: Blood Tribe Finance

Position Term: 16 Weeks

Rate of Pay: \$ 10.00 /Hour

Deadline to Apply: \_\_\_\_\_

**General Description:**

*Assist Accounts Payable Clerk*

**Major Duties and Responsibilities:**

*Maintain Master Files  
Data Entry  
Filing*

**Necessary Knowledge, Abilities and Skills:**

*Accpac for Windows  
Accounting*

**Necessary Training and Experience:**

*Basic Accounting Requested  
Day to Day Bookkeeping  
Invoices, Bank Deposits, Time sheets, ETC.*