



Neechi Foods Co-Op Ltd.

## **Job Ad: January 2017**

### **Position: Bookkeeper**

***Duties:*** Receivables, payables, daily sales entries, payroll, reporting, record keeping, office organization.

***Knowledge and skills:*** Accounting, financial software, spread sheets, word processing, team work.

***Competencies and aptitude:*** Job enthusiasm, highly organized, completely reliable, strong verbal and written communication, positive attitude

***Commitment:*** Neechi success - high productivity, cooperative and community development, opportunities for indigenous and inner-city residents.

***Identity:*** Indigenous heritage an important asset.

***Rate of pay:*** Modest range, depending on qualifications.

***Send job résumé to:*** [neechijobs@shaw.ca](mailto:neechijobs@shaw.ca); ***or drop off at:*** Neechi Commons, 865 Main Street, ***or at:*** Centre for Aboriginal Human Resource Development, 181 Higgins Avenue

***Thank you for considering this opening. Only short-listed applicants will be contacted.***