



*Native Alcohol & Drug Abuse Counselling  
Association of Nova Scotia  
Eskasoni, Cape Breton, Nova Scotia B1W 1A6  
Phone# (902) 379-2267 \* Fax# (902) 379-2412*

**Employment Opportunity**  
**Accounting Clerk – Maternity Leave – 1 year term**  
**Native Alcohol & Drug Abuse Counselling Association of NS**

**“Screening Process In Place”**

**“Child Abuse Registry & Police Check is ‘MANDATORY’”**

**Salary:** *Based on NADACA wage Scale & Qualifications*

**Duties:**

Under the direct supervision of and reporting to the Financial Comptroller, the accounting clerk will be responsible for the maintenance of accounting bank reconciliations; prepare bi-weekly payroll and related payroll matters including yearend submissions to Revenue Canada; prepare monthly trial balance and budget reports; assist in making financial preparations and in conducting program review and internal audits; will be responsible for accounts receivable and accounts payable, including, matching invoices, issuing requisitions and cheques, paying travel expenses and meeting claims. Additionally, this position will be responsible for typing routine correspondence, reports, payroll and financial summaries, etc

**QUALIFICATIONS – Minimum entrance qualifications for the position.**

1. Must have completed Grade 12 or equivalent and two (2) years’ experience in accounting.
2. Associate degree in business or accounting will be an asset.
3. Knowledge of generally accepted accounting and bookkeeping principles and procedures.
4. Must have a good knowledge of computers, word processing and spreadsheet software such as Simply Accounting and Excel, etc.
5. Must have experience in the maintenance of complete double entry accounting system, including the preparation of monthly and year end statements.
6. Must be familiar with the operation of various office machines and filing system.
7. Must be able to compile statistical data.
8. Must have a working knowledge of First Nations language, culture and spirituality.
9. Must show evidence of a healthy lifestyle and be actively maintaining, practicing abstinence of drugs and alcohol.
10. Must be willing to take relevant training and participate in ongoing training programs.
11. Must have 2 professional references.

The selection committee may exercise discretionary judgement in waiving academic requirements in lieu of combined experience and training relating to the position.

In accordance with the Human Rights Exemption, preference will be given to registered status Indians as defined in the Indian Act. Screening of applicants in effect which includes Police background checks.

If you have any questions, please email Ramona Gould at [rgould@nadaca.ca](mailto:rgould@nadaca.ca) or call at (902) 379-2267

**Resumes & Applications of employment will be accepted until closing time (4:00 pm)**

**\*ONLY SUCCESSFUL CANDIDATES WILL BE NOTIFIED\***

**DEADLINE:**

**Wednesday, September 11, 2019**

Please Submit Applications  
Along with Resume and  
two letters of reference to:

Native Alcohol & Drug Abuse Counselling Assn. of NS  
Attn: Ramona Gould – Administrative Assistant/Office Manager  
Eskasoni, Cape Breton, NS B1W 1A6  
Email: [rgould@nadaca.ca](mailto:rgould@nadaca.ca)