



JOB POSTING: KEMC Accounting Clerk

DATE POSTED: January 6th, 2025

APPLICATION DEADLINE: Monday, January 20th, 2025

Kahkewistahâw Economic Management Corporation (KEMC)

Location: Yorkton, SK

Reports to: Chief Financial Officer (CFO)

Job Type: Full-Time Hybrid

About Us:

Kahkewistahâw Economic Management Corporation (KEMC) is committed to advancing the economic goals of our community through robust financial management, strategic investments, and community-focused business development. We work closely with our partners and stakeholders to create sustainable growth that aligns with our nation's values and vision for future prosperity. We are currently seeking a highly skilled accountant to join our team and drive financial excellence across our initiatives.

Job Overview:

The Accounting Clerk will take direction from the Controller and report to the Chief Financial Officer. The position will be responsible for processing accounts payable and receivable transactions along with biweekly payroll. The ideal candidate will bring strong analytical skills, deep knowledge of accounting principles, and a commitment to supporting KEMC's mission.

Key Responsibilities:

- Oversee daily purchase order entry and accounts payable reconciliation and payment processing
- Oversee accounts receivables including invoicing and payment collection
- Preparing biweekly payroll for KEMC staff and affiliate companies
- Work closely with Controller on month end reconciliation
- Work closely with Vendors and Customers
- Collaborate with internal team's members on financial processes

Skills and Qualifications:

- Completion of postsecondary accounting diploma or certificate
- Minimum of 2 years of accounting experience, preferably in a corporate or Indigenous organization
- In-depth understanding of GAAP, tax regulations, and audit processes
- Strong analytical, organizational, and communication skills
- Proficiency in accounting software and Microsoft Office Products
- Ability to work independently and manage multiple priorities in a fast-paced environment

What We Offer:

- Competitive salary and benefits package
- Opportunities for professional development and growth
- A dynamic, mission-driven work environment
- The chance to make a meaningful impact within the community



How to Apply:

Please submit a cover letter and resume to: jdelorme@kemcdevelopments.com by Monday, January 20th.

To find out more about Kahkewistahâw Economic Management Corporation, visit our website:
kemcdevelopments.com