Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:
Toll Free Phone: (866) 225-9067
Toll Free Fax: (877) 825-7564
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Keewatin, ON P0X 1C0

Job Board Posting

Careers.Indigenous.Link

Date Printed: 2024/03/28

Accounting & Administrative Services Coordinator

Job ID	**AD-1D-1A-30-04-F3**	
Web Address	https://careers.indigenous.link/viewjob?jobname=AD-1D-1A-30-04-F3	
Company	Farm Credit Canada	
Location	Regina, Saskatchewan	
Date Posted	From: 2022-05-12	To: 2022-05-23
Job	Type: Fixed-term	Category: Finance
Job Start Date	As soon as possible	
Job Salary	To Be Discussed	
Languages	English	

Description

Job Number: R-1003739
Location: Regina, Saskatchewan
Closing Date: May 23, 2022
Language(s) Required: English
Worker Type: Term (Fixed Term)
Term Duration (in months): 14
Basic accounting principles rewarded
As primary liaison for one or more credit card providers, you'll enter and reconcile all pre-authorized payments for customers.
What you'll do:
- Reconcile customer financial transactions, such as bank deposits, using secure storage and risk management principles.
- Receive all incoming mail and email and direct it to the appropriate person or inbox
- Provide other general administrative services for the business unit
- Assists with FCC Management Software activities, including co-ordinating website updates
What we're looking for:
- Organized and detailed multi-tasker with a willingness to go the extra mile
- Strong communicator who values teamwork, initiative and accountability
- Team player who can easily build and maintain relationships
What you'll need:
- Diploma in accounting or business and at least one year of experience (or an equivalent combination of education and experience)

How to Apply

To apply, please click Apply Now!