



Prince George
198 Kingston Street
Prince George, BC
V2L 1C3

The Prince George Nechako Aboriginal Employment & Training Association

Phone: (250) 561-1199
Fax: (250) 561-1149
Toll Free: 1-800-510-0515
E-Mail: pgnaeta@pgnaeta.bc.ca

JOIN THE TEAM AT PGNAETA

Develop your accounting skills working in our busy accounting office which manages the finances for a variety of programs and services.

PGNAETA is seeking an energetic, self motivated indigenous citizen for a three month developmental work experience. The term is for 3 months with the possibility of extension.

This position is open to applicants who meet the following criteria.

- Post-Secondary Education related to Accounting or Bookkeeping
- Accurate Data Entry 45wpm
- Knowledge of Microsoft Office products (Excel, Word, Outlook)
- Strong interpersonal skills
- Excellent written and verbal communication skills
- Ability to prioritize multiple tasks
- Criminal record check will be required

Applicants must provide a cover letter describing their interest in the position, accompanied by a resume, two letters of reference from past employers and copies of bookkeeping/accounting certification.

Please submit your resume to:

Charlene Folk, Head of Finance
charlenef@pgnaeta.bc.ca
198 Kingston St, Prince George, BC V2L 1C3

In accordance with Section 41 of the BC Human Rights Code and Section 15 of the Canadian Charter of Rights and Freedoms, preference will be given to qualified candidates with Aboriginal Ancestry.

Closing date December 14, 2018.