



## **Bayside Finance Clerk**

### **Job Purpose/Scope**

Bayside Development Corporation is looking to hire a Financial Clerk immediately on a part-time basis to oversee financial administration responsibilities for the overall success of Bayside Gas and Convenience.

### **Qualifications:**

- Grade 12 or equivalent
- Data entry
- Financial background

### **Main duties and responsibilities include:**

- Developing cheque requisitions to meet the finance deadlines for vendor payments.
- Data entry

**Deadline: Noon on Thursday, October 22, 2020**

**Start: Immediately**

**Please send resumé to :**

Charmaine Jesty, Native Employment Officer  
neo@paqnkek.ca