

## ACCOUNTS RECEIVABLE CLERK

Full Time Position – Edmonton Alberta

Closing date: May 19, 2026

**Native Counselling Services of Alberta's mission is to promote the resilience of the indigenous individual and family, through programs and services that are grounded in reclaiming our interconnectedness, reconciliation of relationships and self-determination.**

Native Counselling Services of Alberta (NCSA) is committed to providing culturally relevant services to individuals in corrections, court work, housing, family services as well as BearPaw productions. NCSA has been providing services for over 55 years to meet the needs of individuals. We are in the process of hiring a individual to work in our accounts receivable department in our Edmonton head office. The individual will support and work with current financial staff to ensure accuracy in accounts receivable. The individual we are looking for should be committed to a team environment, working closely with other financial staff to ensure deadlines and accountability are followed.

Specific responsibilities will include the following:

- To ensure the accounts receivable process is followed, working closely with the other accounting departments including accounts payable and payroll, along with management.
- Ensure reporting is completed within the timelines for finance and agency accounting firm.

Our ideal candidate would have the following qualifications:

- **In-depth experience and working knowledge of Indigenous communities, cultures, healing and language.**
- Demonstrated understanding of historic trauma and the impact of colonization on Indigenous people.
- Extensive working experience focusing on accounts receivable, work with multiple funders to resolve discrepancies in financial recordings. Experience working with Excel program.
- Process journal entries and reconciliations supporting various contracts within the organization.
- Understanding of NCSA Resiliency Model and required to incorporate it into daily practice with co-workers, management, clients and communities.
- Maintain ongoing organized documentation to support audits and internal reviews.
- Ensure accuracy, confidentiality and regulatory compliance in a high-volume environment.
- Previous experience working with not-for-profit contracts, knowledge of government organizations and different levels of government is an asset.
- Previous working experience including Great Plains, Sage Intact is an asset.
- Strong organizational, time management skills with the ability to work flexible hours as a team or independently. Maintain a high level of confidentiality, ability to prioritize work and meet deadlines.
- Must provide current criminal record check.

Starting salary- \$43,000.00 - \$50,000.00 based on experience.

**Please forward your resume and cover letter to:**

Marg Milicevic, Manager, Human Resource

Email: [careers@ncsa.ca](mailto:careers@ncsa.ca)

Thank you for your interest in joining the NCSA team. Only candidates selected for an interview will be contacted. We are committed to providing a workplace that is inclusive and accessible to all. Should you require accommodation during the hiring process, please contact our Human Resource team.