



## JOB POSTING – FINANCE CLERK

### About the position

Position	Finance Clerk
Reports to	Finance Coordinator
Start Date	As soon as possible
Status	Full time, permanent
Location	In person
Salary:	\$20.00 to \$23.00 per hour

### Summary

Reporting to the Finance Coordinator, the Finance Clerk will play a vital role in our community, handling day-to-day transaction processing, payroll functions, and providing essential administrative support. This position requires at least 2 years of experience in office administration, bookkeeping, payroll, and accounts management. Ideal candidates will possess strong organizational skills, proficiency in financial software, and an understanding of Indigenous cultures and communities. We offer a generous compensation package, extensive training, and a supportive work environment. Join us to make a meaningful impact in a serene and culturally rich setting.

### Who we are

Welcome to the Gitsegukla First Nation, a vibrant and proud community comprising 500 individuals. Nestled at the confluence of the Kitseguecla and Skeena Rivers, just 40 km southwest of Hazelton, British Columbia, our name Gitsegukla symbolizes "*people living under the precipice*" in the Gitxsan language, representing the striking mountain that overlooks our land. Located in the captivating Skeena Valley, our community offers a serene and picturesque environment that has sustained our ancestors for countless generations. We hold immense pride in our diverse culture, profound history, and cherished traditions, and our unwavering commitment is to safeguard these invaluable treasures for the prosperity of future generations.

### What we offer

Gitsegukla First Nation will provide you with purpose in your work. As part of our team, you will contribute to the betterment of our community. We value inclusivity, support, and care which foster a positive work environment. Along with the opportunity to work alongside a compassionate like-minded team, we provide a generous compensation package which includes:

- Three (3) weeks annual vacation.
- Elective Leave: 18 days paid personal leave.
- An additional 10 days paid time off during the festive season.
- A generous registered pension plan.
- A healthy extended benefit plan.
- Training, Learning and Development to support your career growth.

## Supporting you

If you are a community member who is re-entering the work force, a new graduate, or in the midst of a career change, Gitsegukla First Nation is committed to your success. We provide training, coaching, mentorship, and professional development opportunities to support your success. We ask that you have an eagerness to learn. Having all the qualifications listed in the posting is not always necessary!

## What you will do

### Day-to-day Transaction Processing:

- Receive, verify, and process invoices and payment documents.
- Ensure transactions comply with financial policies and procedures.
- Manage data entry for invoices and the weekly cheque run.
- Maintain accounts receivable, payable, and the general ledger.
- Print and distribute monthly financial reports.

### Payroll Functions:

- Maintain confidential employee files and process T-4 forms.
- Calculate salaries, benefits, and verify pay amounts.
- Batch, enter payroll data, and distribute pay cheques.
- Prepare and remit source deductions, payroll taxes, and WSIB remittances.
- Prepare Records of Employment (ROE).

### Administrative Support:

- Ensure cheques are endorsed and prepare purchase orders.
- Review and verify travel and other claims.
- Maintain a filing system for financial documents and ensure confidentiality.
- Assist with bank reconciliations and maintain asset listings.
- Complete monthly and quarterly activity reports.
- Perform other duties as assigned by the Band Administrator.

## Qualifications: Education and Experience

- 2+ years' experience in office administration, bookkeeping, payroll, accounts payable, accounts receivable, and general ledger maintenance.
- High School Diploma or an equivalent.

## **Skill Sets and Competencies**

- Has a strong personal interest and commitment to Gitsegukla First Nation's vision, mission and values.
- Knowledge of and previous work experience with First Nations Communities and Indigenous Cultures is a definite asset.
- Proficiency in payroll functions and procedures, ensuring accuracy in financial and payroll data entry.
- Ability to maintain confidentiality of financial and employee files.
- Awareness of Generally Accepted Accounting Principles (GAAP) the Canadian Labour Code and Employment Standards Act.
- Exceptional knowledge and experience with computers and relevant software application, including Microsoft Office .
- Excellent interpersonal, team building, bookkeeping, analytical, time management, and problem-solving skills.
- Proficiency in computerized accounting, spreadsheets, word processing programs, and email.
- Ability to collaborate well with managers from various departments and work flexible hours as needed.
- Proficient communication skills both written and verbal.
- Ability to support a high-performing team in a demanding environment by taking initiative, prioritizing needs, and meeting tight deadlines.
- Ability to be resourceful and proactive in dealing with issues that may arise.
- Ability to organize, multitask, prioritize and work under pressure.
- Is a collaborator and can work independently as well as with others.
- Able to exercise diplomacy, tact and good judgment.
- Valid driver's license and ability to travel as required.
- Valid criminal record (CPIC) check

## **For more information and to apply:**

If you are aligned with our values and are committed to supporting our community, please submit your resume and cover letter to [careers.jouta@mnp.ca](mailto:careers.jouta@mnp.ca) with the position title in the subject line by Friday August 2, 2024 at 5:00 PST.

We encourage applicants to submit applications as soon as possible, as applicants will be reviewed on an ongoing basis. We thank all applicants for their interest; only those selected for an interview will be contacted.

**Persons of Indigenous ancestry will be given preference. s16(1) CHRA.**