



BRIDGE RIVER INDIAN BAND

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Job Posting

FINANCE OFFICE CLERK

Fulltime Position

Bridge River Indian Band is seeking a fulltime Finance Officer Clerk. Reporting to the Bridge River Indian Band Administrator. The Finance Office Clerk will be responsible for assisting office administration and accounting duties including invoicing.

Essential Duties and Responsibilities:

- Support duties related to data entry for agreements, records management
- Maintain confidentiality of all data, complete all documents relating to agreements, purchase orders and ensuring invoicing are made before deadlines.
- Interpret and apply accounting policies, rules, and regulations to all work in order to ensure compliance with applicable standards
- Compile and prepare routine invoices, reports and summaries
- Analyze financial information in order to identify discrepancies, research and resolve discrepancies in a timely fashion

The successful candidate must have excellent communication skills (both verbal and written). In addition, this person will have an above average sense of detail, accuracy, and organization. The candidate will be quite comfortable in a high-volume environment and will be accustomed to meeting tight deadlines.

Education and experience:

- Have training in Accounting, Bookkeeping, Finance, or similar field. An equivalent combination of education, training, and experience can be substituted.
- 1-3 years of relevant, hands-on accounting experience
- Xyntax or similar multi-department accounting software knowledge
- Proficient to advanced knowledge of Microsoft Office Applications, including Excel
- Excellent verbal and written communication skills
- Strong attention to detail, accuracy and experience working with agreements
- EFT payment experience an asset
- Ability to work independently on assigned duties
- Demonstrates an ability to manage a variety of priorities while meeting deadlines
- Pass a criminal record check and have a Class 5 Drivers License and own transportation

Wage: \$21.00 to \$25.00 per hour minimum ~ Depending on experience

Closing Deadline: Open till filled

While we welcome all candidates, only those short listed for an interview will be contacted

Fax Cover Letter with referrals and Resume to:

Gary Forsyth, Band Administrator

Fax: 250-256-7999