



P: 250.567.9293 | F: 250.567.2998  
135 Joseph Street, Vanderhoof, BC, V0J 3A1  
[www.saikuz.com](http://www.saikuz.com)

## Finance Clerk

Position ID: F-02

Hours: Full time

Saik'uz First Nation is an Indigenous nation in central BC dedicated to providing quality, timely services to its members and supporting its employees through competitive benefits, professional development opportunities, and compassionate leadership.

### Responsibilities

The finance department is always striving to obtain optimal efficiency. Flexibility of duties is required which may include, but not limited to managing Purchase Orders, bank reconciliation, Payroll, various frequency reporting and credit card/online payments.

### Qualifications & Skills

- 2+ years of experience in bookkeeping and accounting support
- Previous related education and or working towards a diploma in accounting, finance or other related business field
- Familiarity and understanding of First Nations operations and Fund Accounting
- Excellent organization skills and attention to detail
- Communicate effectively, both verbally and written
- Experience with accounting software: Adagio and/or PayDirt are considered assets
- Proficient in Microsoft Office; Word, Excel and Outlook
- A valid BC Driver's License and reliable vehicle

### Salary & Benefits

- \$25-28/hr depending on experience
- Medical (including vision care), dental, disability, and life insurance benefits
- Paid vacation, sick, parental leaves, and cultural days

### How to Apply

- Email your resume to [resume@saikuz.com](mailto:resume@saikuz.com) with the position ID in the subject line.
- Application deadline: Sept 15, 2023

We thank everyone for their interest; however,  
only those selected for an interview will be contacted.