



P: 250.567.9293 | F: 250.567.2998
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POSITION: Finance Support
HOURS: Full-time

REPORTS TO: Finance Manager
START DATE: Immediate

The Finance Assistant is responsible for assisting the Finance Manager to ensure the smooth operation of Saik'uz First Nation's (and its band-owned entities) Finance Department. They will support the control systems to ensure compliance with the Canada Public Sector Accounting Standards and those necessary to ensure the effective administration of all finances and assets.

POSITION REQUIREMENTS:

- 2+ years of experience in bookkeeping and accounting support.
- Previous related education/coursework and/or working towards a diploma in accounting, finance, or another 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 in writing.
- Punctual, reliable, and responsible.
- Experience with accounting software: specifically, Adagio is an asset.
- Proficient in Microsoft Office; Word, Excel, and Outlook.
- A valid BC Driver's License and reliable vehicle.

COMPETENCIES & SKILLS:

The Finance Department is currently undergoing some changes. As such, there is currently some flexibility in which duties will be assigned depending on the successful applicant's background, education, and experience. It is important for all positions within Finance to maintain segregation of duties and therefore duties **may** include, but are **not** limited to, the following:

- Manage and action Purchase Orders.
- Accounts Payable (3-way match) processing, including code verification, processing of payments, and upkeep of primary files.
- Credit card and online bill payments as required and regular reconciliation.
- Tracking and upkeep of non-staff deductions & repayments.
- Book staff travel and prepare any necessary reimbursements.

- Bi-weekly Contractor payments in Logger's Edge.
- Collection, review, and processing of staff timesheets.
- Payroll processing, benefit administration, and upkeep of primary files.
- Invoicing for Accounts Receivable and consistent, regular follow up.
- Bank reconciliations.
- Fund administration, filing, and reporting.
- Monthly, quarterly, and annual reporting.
- Provide support to the Finance Manager/Department in other areas of need.

SPECIAL CONSIDERATIONS

- This is a full-time position, 70 hours bi-weekly on a year-round basis. Normal hours are 8:30 am to 4:00 pm or as scheduled, but it is expected that the incumbent manages workload and demand to maximize service to Saik'uz First Nation.
- The position does not compensate for overtime; however, compensatory time off for overages of hours of work can be taken with the permission of the Finance Manager.

COVID-19 PRECAUTIONS:

To keep our staff as safe as possible, we've installed plexiglass barriers at reception, provided hand sanitizer to all workstations and masks to all staff, and marked out 2- metre safe zones around all workstations and in high-traffic areas. Additionally, the Saik'uz Band Office is open on an appointment-only basis to ensure the tracking of those visiting the building, allow for proper sanitizing after each visitor, and keep the number individuals in the building at any one time within the guidelines provided by BC's Public Health Officer

Please submit your cover letter and resume to Crystal Franks, Finance Manager, via e-mail at finance.manager@saikuz.com by 4:00 PM on April 20, 2021. However, this posting is available until the position is filled, at which time the posting will be removed.

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