SAIK'UZ FIRST NATION

ACCOUNTS PAYABLE CLERK

Supervisor: Finance Manager
Term: Temporary/Interim, Full-time

Job Summary

As the Accounts Payable Clerk, you will support the financial operations of Saik'uz First Nation by ensuring invoices, payments, financial records, and reporting requirements are processed accurately and on time. In this role, you will help maintain effective financial controls, support government reporting and payroll-related administration, and contribute to the efficient management of the Nation's finances and assets. Your work will play an important role in supporting programs and services that benefit the community.

Duties & Responsibilities

- Scan, code, and upload financial documents.
- Manage and action purchase orders.
- Calculate Social Assistance payments and maintain accurate recipient records.
- Process invoices and maintain accurate vendor and capital asset information.
- Code invoices to the correct expense account, department, and project.
- Process corporate credit card transactions and supporting documentation.
- Prepare and support biweekly cheque runs and payment processing.
- Assist with monthly government remittances and GST reporting requirements.
- Perform bank reconciliations and support the preparation of financial statements.
- Organize and maintain financial records, including invoices, payroll data, funding cash flow information, bank statements, and reporting documents.
- Assemble, code, and file employee time sheets.
- Maintain employee records, including new hires, wage adjustments, and termination documentation.
- Update and maintain the vendor database.
- Prepare and submit WorkSafe BC and WCB documentation.
- Support payroll functions as required and perform other related duties assigned by management.

Qualifications & Skills

- Minimum two years of experience in bookkeeping, accounts payable, or accounting support.
- Post-secondary education, coursework, or training in accounting, bookkeeping, finance, or a related field, or currently working toward an accounting diploma.
- Knowledge of Adagio accounting software is considered an asset.
- Familiarity with and understanding of First Nations operations and administration.
- Excellent attention to detail and commitment to accuracy.
- Strong written and verbal communication skills.
- Ability to build and maintain effective working relationships with colleagues, community members, and external partners.
- Computer literate and proficient with Microsoft 365 applications—particularly Word, Excel, and Teams—as well as internet-based systems and software.
- Strong organizational and time-management skills with the ability to manage multiple priorities.
- Ability to work independently and collaboratively as part of a team.
- Valid BC Driver's Licence and access to a reliable vehicle.

Salary & Benefits

Wage: $24.^{00}$ -$28.^{00}$ per hour, depending on experience and qualifications

- No benefits—interim position
- 12% lieu of benefits

To apply, submit a copy of your resume to the Band Office (135 Joseph Street) or via email at resume@saikuz.com. If submitting via email, include the position title in the subject line.

Preference will be given to qualified Indigenous applicants as per Section 41 of the Human Rights Code.

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