

EMPLOYMENT OPPORTUNITY

Position Title	Accounting Assistant
Reports to	Financial Controller
Classification	Full-time
Location	1 Boat Ramp Road Brentwood Bay, BC
Application Package	Resume Cover Letter Three References
Process	Send application package to finance@tsartlip.com
Deadline	Open until filled



TSARTLIP FIRST NATION

Job Summary

The Accounting Assistant is responsible for providing financial, administrative, and clerical services for the Administration and Finance Department. This includes processing and monitoring payments, expenditures and maintains/updates the accounts payable system. It is imperative that these services are provided in an effective and efficient manner to ensure the finances of the Nation are accurate and up to date. This position reports directly to the Financial Controller and has no direct reports.

Roles and Responsibilities

- Performing the day-to-day processing of accounts payable transactions to ensure finances are accurate, maintained and up to date for the Administration Department
- Preparing batches of invoices for data entry
- Maintaining general ledger and accounts payable files
- Preparing vendor cheques for mailing and maintaining accurate logs
- Verifying invoices and requisitions for goods and services
- Verifying that transactions comply with financial policies and procedures
- Managing the weekly cheque run
- Printing and distributing monthly financial reports
- Verifying coding and obtaining signatures
- Providing administrative support in order to ensure effective and efficient office operations
- Maintaining updated vendor files and file numbers
- Performing Other duties as required

Knowledge, Skills, and Abilities

- Knowledge of accounts payable, accounts receivable and maintaining general ledgers
- Ability to maintain confidentiality concerning financial and employee files
- Ability to maintain a high level of accuracy in preparing and entering financial information
- Ability to utilize analytical and problem-solving skills
- Ability to utilize effective decision-making skills
- Excellent interpersonal, verbal, listening and communication skills
- Very efficient organizational skills

- Excellent attention to detail, high level of accuracy and time management skills
- Proven computer skills including the ability to operate computerized accounting, spreadsheet and word processing programs at a highly proficient level

Qualifications

- A High School Diploma or equivalent is required
- Post-Secondary diploma or degree in Business Administration or related field is considered an asset
- Two years' experience in an accounting role is required
- Experience in working with First Nations Communities
- An equivalent combination of education and experience may be considered