



TIIČMA MANAGEMENT SERVICES
1250C IRONWOOD ROAD
CAMPBELL RIVER BC V9W 6H5
250-287-2775

Businesses with heart

Job Posting

Sr. Bookkeeper

Summary: Tiičma Management Services is looking for a full-time Sr. Bookkeeper to support the KCFN Group of Businesses. Reporting to the CEO and working closely with the Ka: 'yu:'k'th'/Che:k'tles7et'h' First Nations Director of Finance, this Sr. Bookkeeping position consists of performing any combination of routine calculating, posting, and verifying data and records, according to GAAP, including payroll and benefits.

Start Date: As soon as possible

Location: Working out of the Campbell River office

Number of Positions: 1

Hours of Work: 7 hours per day, Monday to Friday.

Rate of Pay: Determined based on experience

Full/Part time: Full time

Benefits: Upon successfully completing a 90-day probationary period

Reporting to the CEO and working with the Director of Finance, and other key staff, the Sr. Bookkeeper will have the following qualifications and will be responsible for the following duties:

Qualifications:

- Good verbal communications skills
- Good organizational skills
- Good time management skills
- Able to work independently and as part of a team
- Good software skills using MS Word, Gmail, Excel
- Experience using Quickbooks
- Experience using payroll software
- A diploma or certificate in bookkeeping or related discipline
- Experience in accounts payable and/or receivable and payroll



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- Experience with and a strong grasp of the financial audit process

Duties:

- Check figures, postings, and documents for correct entry, accuracy and proper codes
- Keep financial records
- Comply with Group of Businesses policies, procedures and regulations
- Comply with GAAP
- Compile financial, accounting or auditing reports and tables pertaining to expenditures, accounts payable and receivable, and profits and losses
- Use accounting software to record, store, and analyze information
- Process travel claims for staff and leadership
- Process payroll and benefits
- Continuously practicing strict confidentiality

Deadline to Apply: Open until filled

How to Apply:

Please submit your resume to: Tina McLean, Executive Assistant Tiičma Management Services

Email: tinam@tiicma.com

or

Drop off: KCFN Office 1250 Ironwood St., Campbell River or KCFN Office at Houpsitas

If you have any questions about the position you can call Tina McLean at 250-287-2775 or email her tinam@tiicma.com.