



Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations Government

Accounting Technician (AT) – Temporary Position

Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nation Government is growing and needs to add a top-notch **Accounting Technician (AT)** to its Finance Team. The AT supports the Finance Dept as well as staff in other KCFN Departments with basic accounting tasks. He or she performs administrative and data-entry related tasks to support the preparation of financial records. The AT is an enthusiastic, self-starter who can work independently or as part of a team, in a progressive, fast-paced environment.

This is a full-time, 6-month term position providing maternity leave coverage, with the possibility of extension. The position comes with a competitive wage, extended health benefits, life insurance, Employee Assistance Plan, & pension plan. You will also enjoy time off to achieve a healthy work-life balance!

Duties/Tasks/Responsibilities:

- Perform and maintain the Accounts Payable (A/P) and Accounts Receivable (A/R) functions, including invoice processing, coding, verification, payments, and reconciliations
- Process invoices, cheque requisitions, payments, and deposits accurately and within established deadlines
- Process receipts and coding for credit card transactions and reconcile accounts
- Maintain accurate accounting records, documentation, files, spreadsheets, and financial reports
- Post and reconcile transactions, including general ledger accounts and bank statements
- Prepare and maintain bank files, control sheets, cash receipts, and other financial documentation
- Monitor and maintain accurate records of capital assets
- Prepare financial and accounting reports as required
- Provide cross-training and backup support to other Finance functions, including payroll, benefits and pension administration, and patient travel
- Assist with special projects and other Finance Department initiatives as assigned
- Ensure compliance with KCFN policies, procedures, and financial controls
- Perform other related duties as assigned

Requirements:

- Grade 12 diploma; post-secondary education in Accounting, Finance, or Business Administration is a strong asset
- Experience in a similar accounting role; experience in a First Nations government or other government environment is preferred
- Strong knowledge of accounting principles, practices, and financial systems
- Experience with Adagio, PayDirt, Microsoft Office 365, and Microsoft Workspace is an asset
- Strong organizational, file management, communication, and customer service skills

Madelyn Mason, HR Advisor

Human Resources Dept, 1250-C Ironwood Street, Campbell River, BC, V9W 6H5

www.kyuquotbc.ca

Tel: 250-287-2775

- High attention to detail and accuracy, with the ability to meet deadlines in a fast-paced environment
- Strong problem-solving, decision-making, and conflict resolution skills
- WHMIS and Violence & Harassment Awareness training, or willingness to complete
- Valid driver's license, acceptable driver's abstract, and reliable vehicle are assets
- Acceptable Police Information Check (PIC) required

DATE POSTED: TBD

START DATE: ASAP

STATUS: Full-Time, Temporary (6-months)

CLOSING DATE & TIME: Open until filled

WAGE: \$27-30/hr (20 - 35 hour week)

BASED IN: Campbell River

TO APPLY: E-mail cover letter & resume to: *Madelyn Mason, HR Advisor*, at madelynm@kcfirstnations.com citing “AT” in the subject heading of your e-mail.

In accordance with the Canadian Human Rights Act, preference may be given to Indigenous applicants.

We thank all those who apply, however only those shortlisted will be contacted for interviews.