



Temporary Accounting Clerk
(Maternity Leave)

The Kwikwetlem First Nation (KFN) are proud hə́n ǵ əmiḥ əm̓ -speaking (downriver Halkomelem) Coast Salish people, who descend from a tradition of elders who were renowned as spirit and winter dancers, skilled canoe builders, and master sturgeon and salmon fishers. As we look to the future, we seek to care for our community and our traditional lands in culturally meaningful ways. The Band Office is located on Colony Farm Road in Coquitlam, BC.

KFN is committed to economic development to promote the self-determination and long-term growth of the Nation. The Nation's companies are responsible for carrying out all business operations, through companies such as KFN Enterprises LP and Saskay Land Development LP.

Job Description

We are looking for a temporary experienced Accounting Clerk to join our Finance team to cover a maternity leave. The Accounting Clerk reports to and supports the Finance Manager for the KFN and performs a variety of general accounting support tasks as follows:

Duties & Responsibilities

- Verifying the accuracy of invoices and other accounting documents or records
- Updating and maintaining accounting journals, ledgers and other records detailing financial business transactions (e.g. disbursements, expense vouchers, receipts, accounts payable) and entering data into computer system using defined computer programs (Xyntax)
- Compiling data and preparing a variety of reports
- Reconciling actions to resolve discrepancies
- Recommending actions to resolve discrepancies
- Investigating questionable data
- Assisting with administering payroll as a backup for the Human Resources manager from time to time using PayWorks outsourced payroll solution
- Entering all hours worked by the heavy equipment operators into the payroll system prior to each pay period processing date
- Tracking and verifying subcontractors' hours and rates
- Assisting in job costs invoices
- Data entry into the Equipment Module
- Entering A/P
- Preparing A/P reports
- Printing cheques as requested
- Providing reports to various stakeholders
- Other related duties that may arise from time to time

Education, Training and Experience

- Minimum two-year accounting diploma; preference for a degree (Finance or Accounting)
- 3-5 years of experience with A/P, A/R and payroll
- Proficiency in using Windows-based computer application and Office Suite software is required
- Experience using an outsourced payroll solution an asset
- Experience using Xyntax a definite asset

Job Skills and Abilities

- Previous experience working as part of a First Nations Administrative team a definite asset
- Knowledge of generally accepted accounting principals (GAAP) and ability to apply them
- Ability to work accurately and quickly under operational deadlines
- Ability to express ideas clearly and concisely, in writing and verbally
- Ability to work well in a team environment

If this sounds like a position that matches your skills and experience, then please provide us with your cover letter and resume to diana@kwikwetlem.com. We thank all candidates for their interest; however, only those selected for an interview will be contacted. We keep resumes on file for a minimum of one year for future opportunities.