



Employment Opportunity
FINANCE CLERK
Reference No. CT-FNCE-CLE-0619

PURPOSE: Under the general supervision of the Payroll & Benefits Manager and Accounts Payable Manager; the successful candidate will complete a variety of assigned accounts payable / receivable, payroll and other related finance functions for Cowichan Tribes organization. The Finance Clerk position works primarily in the office with no local travel. This position is a full time permanent position.

RESPONSIBILITIES:

- Produce, obtain approvals and distribute cheques; reconcile and balance various accounts; prepare various employee and accounting reports and deduction disbursements
- Verify coding, process and input invoices into accounting systems; review and correct output errors and/or process required adjustments; prepare various accounts payable related reports, statements and summaries
- Check, enter, calculate and process payroll, accounts payable / receivable and other financial information, journal entries and other data to generate various financial statements and reports; prepare special or ad hoc reports, summaries as required
- Act as a resource and provide information to all department constituents regarding policies, procedures and discrepancies; referring complex issues to the Manager
- Provide user level input and recommendations to improve efficiency, procedures and / or system operation
- Use various accounting and other application software to enter, edit, update and revise accounting and financial data; and prepare various documentation including memos, correspondence, reports, lists and other materials
- Other duties as required

EDUCATION AND EXPERIENCE: *(please attach all required documents)*

- Grade 12 or equivalent
- Three to five years of recent related experience within a large organization or an equivalent combination of education, training, and experience

SKILLS, KNOWLEDGE, AND ABILITIES:

- Well-developed oral, interpersonal and written communication skills
- Strong attention to detail; with the ability to identify inconsistencies
- Proficient with Microsoft office applications, office procedures and office equipment
- Ability to work in a fast-paced work environment with tight deadlines
- Ability to maintain strict adherence to confidentiality of information
- Ability to deal effectively with inquiries from employees and managers
- Demonstrated regular punctual attendance, integrity, a cooperative attitude, and the ability to work as a team player

Interested applicants are invited to submit a current resume and a detailed cover letter clearly stating how you meet the qualifications listed in the job posting. Please reply to the undersigned, quoting the reference number and position title

Attention: Reference No. CT-FNCE-CLE-0619

Human Resources Department, Cowichan Tribes
5760 Allenby Rd. Duncan, BC V9L 5J1

Email: resume@cowichantribes.com

Website: <http://www.cowichantribes.com/employment>

Deadline: 4:00 p.m. Monday, June 24, 2019

*Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry.
We thank all applicants in advance but only those selected will be contacted.*