



Employment Opportunity
FINANCE CLERK
Reference No. ADM-FIN-CLE-0923

PURPOSE: Reporting to the Finance Operations Manager, the Finance Clerk will complete a variety of assigned accounts payable / receivable, payroll and other related finance functions for Cowichan Tribes organization. The Finance Clerk will work primarily in the office with some local travel required from time to time. This is a full time, 35 hour per week, permanent position.

COMPENSATION AND BENEFITS: Cowichan Tribes offers an excellent benefit and pension plan available after successful completion of the probationary period. The position includes paid training, paid vacation and paid sick leave. Depending on experience, the position starts at \$29.14 - \$30.92 per hour (\$53,030.25 - \$56,278.95 annually).

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, 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
- Refer complex issues to the Finance Operations 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
- Prepare various documentation including memos, correspondence, reports, lists and other materials
- Other related duties as required

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

- Grade 12 or equivalent is required
- (3) three to (5) five years of recent related experience within a large organization or an equivalent combination of education, training, and experience
- Valid class 5 BC driver's license is required
- Experience working for a First Nations organization is preferred
- Effective December 1, 2021 full vaccination against COVID-19 is required to be eligible for employment at Cowichan Tribes. *Successful candidates will be required to show Proof of Vaccination as a mandatory condition of their employment.*

SKILLS, KNOWLEDGE, AND ABILITIES:

- Well-developed oral, interpersonal and written communication skills
- Strong attention to detail
- 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
- Knowledge of Cowichan language, culture, and teachings and/or willingness to learn

HOW TO APPLY: *Interested applicants are invited to submit a current resume, a detailed cover letter and three references to Human Resources by email before the deadline with the Reference # in the subject line of your email.*

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Cowichan Tribes Human Resources Department

Email: resume@cowichantribes.com

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

Deadline: **Tuesday October 3, 2023 @ 4:00 p.m.**