



Employment Opportunity

Finance Clerk

Sechelt Indian Band

The Sechelt Indian Band is seeking a full-time Finance Clerk to support the work of both the Finance Department and the Sechelt Indian Government District (SIGD). The position supports the financial recording and reporting needs of both areas, as well as providing administrative support for SIGD meetings. Although the position's time is allocated approximately equally between the two departments, the actual schedule between the two departments will be flexible to accommodate seasonal demands such as audit time, tax time, and staff absences.

Key Responsibilities

1. Receipt and post all SIGD and Land lease payments; prepare and post Journal Entries in accounting system
2. Reconcile bank statements and receivables monthly
3. Prepare monthly land lease statements
4. Process home owner grant applications; maintain related receivables and prepare remittance to Province
5. Process SIGD payables
6. Assist in the preparation of annual tax notices
7. Assist in preparation of financial statements, and in year-end and audit preparation
8. Process annual governmental requisition requests and payments
9. Assist in preparation of annual Provincial returns (i.e. HOG, SOFI)
10. Provide backup support to Payroll, Accounts Receivable and Accounts Payable
11. Prepare GL account reconciliations
12. Prepare draft SIGD meeting agendas and provide administrative support in all aspects of meetings
13. Maintain all SIGD files

Qualifications

1. Completion of CGA Level 3 or equivalent training and experience
2. 3 years bookkeeping experience with computerized accounting software
3. Experience in local government accounting and property taxes
4. Administrative support experience including meeting coordination, minute taking and file maintenance
5. Knowledge of accounts receivable, accounts payable, and payroll sufficient to provide back-up support
Or equivalent combination of training and experience

Application Deadline

We invite interested candidates to send your cover letter and resume by February 20, 2012 to:

Keith Reynolds, Director, Human Resources

Sechelt Indian Band

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