



Lax Kw'alaams Band

206 Shashaak Street,
Port Simpson, B.C. VOV 1H0

PH: 250-625-3293 F: 250-625 -3246

JOB OPPORTUNITY

ACCOUNTS PAYABLE FINANCE CLERK - On Call

Date Classified: May 4, 2023

Location: Lax Kw'alaams, BC

Business Unit: Finance Department

Reporting to: Chief Financial Officer

The Lax Kw'alaams Band has an immediate opening for an On Call Accounts Payable Finance Clerk. The successful candidate will provide administrative and accounting support by carrying out the tasks within Accounts Payable, prepares and processes account payable and accounting data.

Duties and Responsibilities will include but not be limited to:

Receives, sorts, prepares and processes accounts payable data, including obtaining voucher approval, for entry in the Band's computerized accounting system.

- Enter data into a computer on a timely basis to produce cheques and reports and distribute on approval.
- Liaise with suppliers to answer queries and to correct or change invoices for tax exemptions.
- Reconcile Accounts Payable records and supplier statements on a regular basis.
- Prepare and process travel arrangements and expenses.
- Assist other staff and external auditors with regular accounting duties including month and year end processes as directed.
- Maintain office supplies and produce purchase orders as required.
- Operate office equipment including calculators, photocopier, fax machine and personal computer as required.
- May on occasion be required to perform other job related duties as assigned.
- Perform all other tasks as assigned.

QUALIFICATIONS:

- Recommended - 2nd year Accounting Certificate;
- Must have Acc Pac training or willing to learn
- Ability to manage priorities;
- Ability to meet deadlines;
- Experience with office procedures and a computerized environment;
- Able to deal effectively with the public;
- Able to maintain strict confidentiality;



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Education, Experience and Knowledge:

- Degree or Post-secondary diploma in accounting, finance, or business administration combined with experience using Microsoft Office and computerized accounting systems., or a relevant combination of experience and credentials.
- Two years of experience in a similar position.
- Highly computer literate with advanced Microsoft Excel skills.
- Must have excellent attention to detail, a sense of urgency and communication skills.
- Good understanding of payroll and financial reporting principles and practices.
- Good knowledge of payroll & benefits functions.
- A team player, able to perform a full range of payroll and finance-related activities as necessary.
- Experience working with Payroll Systems or willing and able to learn.
- Payworks experience is an asset.
- Ability to demonstrate a commitment to embodying a personal addiction-free lifestyle.
- Provide a current Criminal Record Check, including a Vulnerable Sector Screening as a condition of employment.
- The successful candidate may be asked to be fully COVID vaccinated and remain in full compliance with all public health orders and Band policies throughout their employment.

Compensation & Benefits

- Wages will be \$23.58 hourly_+ Cola (Cost of living allowance) as of April 1, 2023.
- This is a Bargaining Unit position and is open to all genders.
- This is a Unionized position within CUPE Local 2365, wages and benefits will be per the Collective Agreement.

Submission Deadline: May 18, 2023

- Pursuant to Section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal Ancestry.
- Interviews will be conducted on an ongoing basis as applications are received.
- Only candidates selected for an interview will be contacted
- We invite all interested parties to reply in the strictest confidence to submit their resumes to the Human Resources Manager by email: hr_mgr@laxband.com