



We invite you to apply for the position of...

BUSINESS ASSISTANT

TERM SPECIFIC – FULL-TIME POSITION

LANDS & RESOURCES SECTOR

The Ktunaxa Nation is characterized by the spirit of courage, initiative, innovation, perseverance and leadership that it has brought to the work of preserving and protecting both the past and the future of its people. This has been accomplished through the exceptional commitment and vision of its human resources. It is therefore expected that employees who represent the Ktunaxa Nation will be committed to honouring the spirit of the Nation's work by putting their best into all that they do and by conducting themselves at all times ethically, professionally and respectfully.

POSITION SUMMARY:

This position organizes and supports the efficient business & financial administration of the Lands Sector operating procedures, processes, and best practices.

The business assistant will provide administrative financial support, liaison, and process standardization for centralized general business functions within the Lands Sector.

DUTIES AND RESPONSIBILITIES:

- Assists in the Purchasing functions by preparing and issuing purchase orders as requested within the delegated authorities and financial policies and procedures; including the tracking and monitoring of outstanding purchase orders; and working as a liaison with vendors and contractors.
- Assists in the Accounts Payable functions to ensure invoices are submitted to the Finance Department on time with sufficient documentation and correct expense approvals. Expense claims are reviewed for correctness and completeness. Maintains records of reimbursable expenses for the preparation of Accounts Receivable billing.
- Reconciles Lands Sector Credit Card Statement complete with backup documentation and approving signatures for review by the Business Coordinator.
- Supports the Accounts Receivable functions to ensure that bills are sent out for payment promptly which will ensure the cash flow management of Lands is maintained. Collects data including time tracking of staff services and other documentation, tracking on Excel, and collates and prepares draft Billing for review by the Business Coordinator.
- Liaises with the Finance Department Accounting on receipts and collections and overdue accounts. Prepares other billings required including field equipment.
- Assists in the Lands Contract Administration by receiving Requests for Contracts, preparing draft contracts and sending for review to the Business Coordinator; and sending a final document for signature through electronic submission (Adobe). Ensures contracts are filed in the designated KNC



- retention of records. Liaises with Contractors regarding the completion of the contract documents required.
- Other related business functions of the Lands Sector, including workloads of budget preparation and year-end preparation as required. Provides sundry business functions as required.

POSITION QUALIFICATIONS

Academic Preparation

- Secondary School
- Post-Secondary Business Administration preferred

Required Skills, Knowledge, and Experience

- Aptitude or desire to learn Business Administration
- 1 to 2 years' experience in business administration
- Excel, Outlook, and Word
- Sunny energetic disposition
- Demonstrated ability:
 - Solution-focused
 - Communicate effectively in writing and verbally
 - Work independently, as well as collaboratively, in a team environment
 - Commitment to ongoing training and development
 - To work well under pressure, deadlines or unforeseen events
 - To operate related office equipment, computer hardware, and operating systems.
 - Practice humility and concern for others in a respectful culturally safe work environment.
- Strong interpersonal skills
- Strong organizational skills
- Valid BC Driver's License
- Physical Ability to perform the duties of the position.

The Ktunaxa Nation Council is committed to providing and maintaining a safe and healthy work environment for all employees and the people, Communities and Bands that we serve. Successful candidates must be fully vaccinated against infection by COVID-19. Candidates who are unable to be vaccinated due to a personal characteristic protected under applicable human rights legislation may request to be exempt from this requirement.

Ktunaxa candidates are encouraged to apply; support to apply for this position can be accessed through the Education and Employment Sector Service Center. Ktunaxa Applicants are encouraged to apply for this position regardless of experience or qualifications as on-the-job training may be considered.

Please submit your cover letter and resume to:

**Human Resources
Ktunaxa Nation Council
PO 7825 Mission Road
Cranbrook, BC V1C 7E5
KNC-HR@ktunaxa.org
Fax: (250) 489-2438**

CLOSING DATE: June 3, 2022

We thank those who apply; however, only those selected for an interview will be contacted.