



LOWER KOOTENAY BAND

3425 Hwy 21/Old Community Rd, Creston, BC V0B 1G2 Ph:250-428-4428

CAREER OPPORTUNITY

JOB POSTING: FINANCE CLERK
CLASSIFICATION: PERMANENT
TERM: FULL-TIME

LOCATION:

Located in the south eastern part of British Columbia, the Town of Creston has a unique blend of mountains, lakes, farms, orchards and forests. The population of Creston is 5,000 and the trading area serves about 15,000 people. The Lower Kootenay Band (LKB) has 200 plus members and is a member of the Ktunaxa Nation.

POSITION SUMMARY:

The Finance Clerk will be responsible for performing a wide variety of finance duties in support of the Director of Finance. Responsibilities include performing day to day book-keeping functions, such as reporting, filing and related administrative duties as required for the Lower Kootenay Band.

RESPONSIBILITIES AND DUTIES:

- ability to perform accounting functions with minimal supervision
- assist with filing and data entry
- assist with budget development
- assist with compliance of program reporting requirements
- process and manage employee benefits
- assist with year-end audit preparation
- assist with property taxation

POSITION QUALIFICATIONS:

- Post-secondary diploma in accounting or business administration and/or equivalent job experience
- Knowledge of ACCPAC – SAGE Accounting software
- Proficient in Microsoft Office Programs including Excel

REQUIREMENTS:

- Ability to work in a team environment and individually
- Demonstrate clerical accuracy and efficiency working with numbers
- High standards of ethics and maintain confidentiality
- Time management skills
- Provide a current Criminal Record Search
- Knowledge of and appreciation of the culture, values and political objectives of yaqan nukiy is an asset.

Please submit you cover letter and resume marked “confidential” to:

Heather Suttie, Chief Administrative Officer
Lower Kootenay Band
3425 Hwy 21/Old Community Road
Creston, BC V0B 1G2
Email: lkbcoo@lowerkootenay.com

CLOSING DATE: Until the position is filled. Only those selected for an interview will be contacted