



UCHUCKLESAHT TRIBE GOVERNMENT – JOB POSTING

Position: Accounts Payable Clerk

Locations: Port Alberni, B.C.

Uchucklesaht Tribe Government (UTG) is a dynamic and progressive Maa-Nulth First Nation located on the West Coast of Vancouver Island. UTG has been self-governing since treaty came into effect on April 1, 2011.

UTG is seeking a friendly and energetic individual to become part of the Finance Department team as an accounts Payable Clerk. Reporting to the Manager of Finance, this position is responsible for accurately and efficiently performing accounting duties. These duties include data entry and scanning invoice for multiple business entities including typical AP/AR bookkeeping functions utilizing proprietary financial software, performing general accounting functions such as journal entries, reconciliations, special reports and maintaining records to support reporting functions.

Qualifications and Experience:

- Grade 12 or higher with preference for completion of bookkeeping/accounting courses or progress in a recognized accounting program
- 1-3 years accounting/bookkeeping experience
- Demonstrated proficiency in Microsoft Office (Word, Excel, Outlook)
- Ability to work as part of a team and to display a positive and helpful attitude

Interested applicants can obtain a copy of the complete job description by contacting Lysa Ray, Executive Assistant, at lysa.ray@uchucklesaht.ca

Salary Range and Benefits:

UTG Offers a comprehensive benefit plan (including dental plan, extended health benefits, optical plan, accumulated sick leave and Municipal Pension Plan). \$28.00/hr

Please submit a resume and cover letter no later than **Friday August 2nd, 2024**, to:

Attention: Lysa Ray, Executive Assistant

In-person/by mail: 5251 Argyle Street, Port Alberni, B.C. V9Y 1V1

Emailed to: Lysa.Ray@uchucklesaht.ca (MS word or PDF document)

AP/AR Clerk

Duties:

- Maintain books of account for multiple business entities: prepare cheques, code and post vendor invoices, create customer invoices, receive payments, prepare deposits
- Issue cheques/pay invoices, create and process customer invoices/receive payments
- Ensure integrity of accounts payable/receivable and the adequacy and maintenance of supporting documentation and records
- Maintain filing system to support bookkeeping and financial records
- Exercise judgement in handling sensitive or confidential information per UTG Policy
- Respond to requests for information from Manager of Finance or others as appropriate
- Assist in maintaining detailed procedure documentation for routine bookkeeping functions
- Contribute constructively to a positive, productive and efficient work environment
- Assist with payroll functions as directed
- Prepare and maintain working paper and spreadsheets, and assist with preparation for audits or independent reviews
- Maintain current knowledge of information systems and specialized software used in the bookkeeping functional area
- Ensure compliance with Federal, Provincial and local corporate, payroll and other applicable taxes with support from Manager of Finance
- Furnish internal reports, revise and update reports to be more useful and efficient and furnish external reports as necessary or directed by Manager of Finance
- Any additional duties that may be required