



SEMÁ:TH FIRST NATION

Job Posting

POSITION:	Short Term Finance Clerk
HOURS:	Flexible part time or full time depending on applicant availability
TERM:	Term set to end December 6 th , 2024 with possibility of extension
WAGE:	\$17.40 per hour
REPORTS TO:	Sumas First Nation Finance Manager

1.0 PURPOSE & SUMMARY

Sumas First Nation is seeking an energetic and determined individual to take on the role of Finance Clerk in the short term. The Finance Clerk assists the Finance Department with support tasks including filing, storing, as well as preparing documents and petty cash.

2.0 DUTIES & RESPONSIBILITIES

- Files all accounting related documents in accordance with Sumas First Nation policies and procedures.
- Maintains Mastercard statements and matches invoices to statements, follows up with staff or vendors for receipts
- Prepares petty cash reports for replenishment
- Prepares Mastercard monthly reports
- Performs general ledger coding and data entry
- Maintains documents and records
- Back up reception when required
- Other related duties as required
- Assist with yearend audit
- Filing and other duties as directed by Finance Officer, Finance Manager and General Manager including but not limited to, Front Desk Reception;
- Other duties as necessary.

3.0 QUALIFICATIONS

- High School Diploma.
- Strong computer skills including MS office.
- Intermediate math and numerical skills.
- Ability to maintain confidentiality of finance records.
- Attention to detail and accuracy.
- Working knowledge of Simply Accounting software is considered an asset.
- Knowledge of office procedures, records management and document processing an asset.
- Ability to apply and follow policy.
- Ability to develop and maintain effective working relationships with peers, managers, community members, contractors, and suppliers.
- Knowledge of the SFN community and people.
- Experience in working with First nations communities and/or organizations is considered an asset.

TO APPLY:

Please email your cover letter & resume to Human.Resources@sumasfirstnation.com

Deadline: 11/26/2024