



SEMÁ:TH FIRST NATION

Job Posting

POSITION:	Finance Clerk
HOURS:	Part time with the possibility of full time in the future
TERM:	Month to month
WAGE:	\$17.40 per hour
REPORTS TO:	Sumas First Nation Finance Manager

1.0 PURPOSE & SUMMARY

Sumas First Nation is seeking an energetic and detail-oriented individual to take on the role of Finance Clerk. The Finance Clerk assists the Finance Department with support tasks including filing, storing, as well as preparing documents, deposits and supporting departments with requested reports.

2.0 DUTIES & RESPONSIBILITIES

- Files all accounting related documents in accordance with Sumas First Nation policies and procedures.
- Maintain paper and electronic filing system
- Manages Mastercard statements for the organization
- Prepares petty cash reports for replenishment
- Performs general ledger coding and data entry
- Generate reports for departments
- Bank deposits prepared
- Types correspondence
- Assist with yearend audit
- Back up reception when required
- 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 and problem solve
- 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: 5/1/2025