



Job Posting Finance Clerk

St'at'imc Government is seeking a Full-time Finance Clerk who will work directly with St'at'imc in a wide variety of financial duties. This individual will be responsible for all aspects of the financial support for St'at'imc. The Finance Clerk reports directly to the Finance Officer, consistent with operational Policies. The Finance Clerk must perform all duties and responsibilities in accordance with to all St'at'imc Policies and procedures, the Generally Accepted Accounting Principles (GAAP) and all Provincial and Federal Regulations as directed by the Finance Officer. The Finance Clerk liaises and reports directly to the Finance Officer.

Job Duties/Responsibilities

- The Finance Clerk provides financial support to St'at'imc including, but not limited to:
- Reconciling daily, monthly, and yearly transactions.
- Supporting the Finance officer's implementation of the annual financial plan by providing assistance and information as required.
- Support the Finance Officer and Department Managers in the preparation of their annual budgets and work plans, budget variance to actual reviews and preparation of budget reports to the Administrator.
- Support by providing all relevant information and financial records as requested.
- Perform the processing and recording of accounts payable transactions and ensure that all invoices and staff reimbursements are paid accurately and in accordance with the Finance Policy and prepare all cheques for approval by signing authorities.
- When required perform the processing and recording of payroll transactions and ensure that all pensions, benefits, and payroll submissions are made to the appropriate agencies in a timely manner.
- Manage the processing of cash receipts, accounts payable, recording of revenue and accounts receivables and work closely with the Finance Officer and Department Managers to ensure that receivables are reconciled at any given time.
- Other related financial duties as requested by the Finance Officer and/or Administrator.

Required Qualifications

- The Financial Clerk must have the following qualifications:
- Accounting Certificate or Diploma
- Experience and knowledge of all aspects of Corporate Accounting and Financial Management.
- Some experience in various accounting software.
- Proficiency in MS Office.
- Excellent communication, interpersonal and organizational skills.
- Time management and prioritization skills.
- Experience working independently and part of a team.
- Ability to work under pressure and meet set deadlines with a high level of accuracy; and
- Willingness to adapt to change.

Additional Requirements

Criminal Record check; and
Valid Driver's License
Reliable vehicle and driver's abstract

Compensation and Benefits

Salary Range: \$25-\$28hr. Dependent on qualifications and experience.
Type of Position: Permanent Full-time with competitive benefit package, subject to a 3-month probationary period that may be extended at the discretion of the SGS Administrator

Preference will be given to qualified applicants of Indigenous descent per Canada's Human Rights Act and Legislation surrounding employment equity.

All questions are to be directed to Administrator at sgsadministrator@statimcgs.org

Please submit a properly formatted, signed and dated cover letter and resume listing 3 references with contact information and attach all current relevant certificates to:

St'at'imc Government Services Attention: **Bobby Watkinson**

Mail: Box 2218 Lillooet BC V0K 1V0
Office Location: 10 Scotchman Road Lillooet BC
Fax: 250.256.0445
Email: sgsadministrator@statimcgs.org

Closing date: Monday, August 19, 2024, at 4:00 pm

We thank all applicants; only those selected for an interview will be contacted.