**Employment Opportunity – Full Time**

**JP-2020-008 Finance Clerk**

**The Position Summary:** Under the general supervision of the Controller, the Finance Clerk is responsible The Finance Clerk assists with the processing of Accounts Payable, payroll backup, banking and balancing of GL account and Visa reconciliation and posting. This role requires a strong service orientation and a high degree of professionalism as part of the Finance Support team.

**Duties and Responsibilities:**

* Receive and control AP vendor invoices, reconcile vendor statements on a monthly basis.
* Process invoices for posting and organize batches for filing.
* Process completed deposits, update SIB & SBHA accounts receivables within A/R system
* Reconcile bank, accounts receivable and general ledger accounts monthly
* Prepare and post Journal Entries as required
* Assist in year end and audit preparation
* Receive general cheque requests, receive and process incoming cash receipts and update all supporting records for the various SIB accounts and programs
* File accounts payable, general cheque, and other assigned material
* Receive and control AR invoice requests, verify documentation is complete and properly authorized, and process invoices for posting
* Assist in year end and audit preparation
* Other related duties as assigned

**Payroll**

* Coordinate and be a backup to the Payroll Clerk and assist them in processing for bi-weekly direct deposits
* Prepare and process payroll when Payroll clerk is away
* Verify and enter mandatory and other deductions
* Prepare Records of Employment, Receiver General Reports, remittances and other reports
* Set up and terminate new employees in payroll system

**Administration and Reporting**

* Complete administrative functions and reports as and when need be.
* Maintain effective filing system
* Prepare new finance forms as required
* Perform clerical duties including photocopying, faxing, and preparing letters and documents

**Qualifications:**

* 2 years’ experience with computerized office environment with the focus on accounting and payroll software exposure.
* Completion or working toward a certificate in accounting and/or certified payroll compliance practitioner.
* Knowledge of accounts receivable, accounts payable, and payroll sufficient to provide back-up support
* Microsoft Office Skills-Word (Basic); Excel (Advanced); Power Point (Basic).

**A full job description is available upon request. If you are interested in the position, please send your resume and cover letter to the Human Resources Department-Shreenath Comar at, scomar@** **secheltnation.net.**

Preference will be given to qualified shíshálh members, community members, and other First Nation’s members, Inuit and Métis. We sincerely thank all applicants for their interest in the position; however, only qualified applicants will be contacted for an interview.