



Denisiqi Services Society Employment Opportunity

Finance Clerk

Denisiqi Services Society is a growing Delegated Aboriginal Agency delivering innovative, culturally infused child and family services and programs in Williams Lake and in our six member communities of the Tsilhqot'in Nation and Ulkatcho First Nation. For this position, we are seeking an individual with great attention to detail and extensive knowledge of financial operations using computer applications and performing administrative functions.

POSITION SUMMARY

The Finance Clerk is under the direction and supervision of the Finance Manager, and subject to Denisiqi Services Society policies and regulations working with the finance team. The Finance Clerks responsibilities include:

Accounting Responsibilities:

1. Taking responsibility for financial functions that may include but are not limited to Accounts Payable, Accounts Receivable and Payroll.
2. Keeping strict compliance of Society's financial processes.
3. Preparing financial reports as required by the Finance Manager.
4. Assisting the Finance Manager and Program Management in the preparation of budgets and financial forecasts
5. Organizing financial records in preparation for annual audit.
6. Promotes the achievement of the goals and objectives of the organization by helping provide financial information, providing accuracy in all work and maintain strict confidentiality.
7. Conducting administrative and other financial duties related to the position.
8. Ensuring quality assurance within administration and operations.

QUALIFICATIONS, QUALITIES AND EXPERIENCE

The position requires someone with strong financial and administrative skills, with self-management qualities as well as advanced accounting skills. Therefore, there are specific qualifications, as well as character qualities, which must be present to successfully fill this position.

Qualifications:

1. An Accounting or Business Diploma indicating an advanced knowledge of accounting principles
2. Have three to five years of progressive financial experience performing accounts payable, accounts receivable, payroll, general ledgers, budget preparation and financial reporting.
3. A basic awareness of First Nation issues and relevant legislation and regulations
4. Computer literate, with extensive working knowledge of relevant software ACC PAC, etc.

Qualities:

1. Advanced skills in accounting and fiscal management
2. Clear communication skills, both verbal and written, in English
3. Proven ability to meet deadlines and objectives in an organized and professional manner
4. Demonstrated flexibility and adaptability to change
5. Ability to make sound, informed decisions

6. Emotional maturity and stability
7. Commitment to personal wellness
8. Committed to achieving the mission and vision for Denisiqi Services Society

Closing Date: 4:30 pm May 15, 2024 for first round of interviews then open until filled
Salary \$31.37

Please submit resumes, with references, and cover letter:

Attention:	Christa Smith	By e-mail:	christa@denisiqi.org
By post:	Denisiqi Services Society 240B North Mackenzie Avenue Williams Lake, BC V2G 1N6	By fax to:	250-392-6501

Note: Pursuant to section 41 of the BC Human Rights Code, preference will be given to applicants of Aboriginal ancestry or from the nation.

Only short-listed applicants will be contacted.