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3330 Comox Road, Courtenay BC V9N 3P8 Tel: (250) 339-4545 Fax: (250) 339-7053

## **EMPLOYMENT OPPORTUNITY**

### **Accounting Clerk**

**Deadline: Until Filled**

Status of Employment: Full time or Part time Permanent position to a max of 35 hrs/week  
Reports to: Finance Manager

The Finance Department is responsible for directing financial and purchasing systems, which support the activities of other departments and providing financial information to KFN and Community members.

Finance is responsible for all of the financial activities undertaken by K'omoks First Nation (KFN) including receipt of all payments, keeping of all funds and securities, expending and disbursing money as authorized, keeping accurate records and full accounts of the financial affairs of the Nation, and compiling and supplying financial information to internal and external sources when required.

Under the direction of the Finance Manager, the Accounting Data Entry Clerk is responsible for aiding with the financial management and controllership of the organization. Knowledge and familiarity or a willingness to learn about K'omoks history, people and culture is required and willingness to adhere to the K'omoks First Nation vision and values.

#### **Key Responsibilities include:**

1. Data entry for accounts payable and accounts receivable.
2. Backup data entry support for payroll.
3. General and specific bookkeeping and accounting tasks plus document management skills and,
4. Completes other tasks as assigned or requested.

#### **MAJOR RESPONSIBILITIES**

1. Prepares utility billings and property tax levy billings; adjusts utility and property tax accounts to ensure account information is current and accurate; maintains manual and computerized records relating to property taxes and utilities; ensures property tax and utility sub-ledgers are reconciled to the general ledger on a monthly basis.
2. Receives and sorts purchase orders, processes vendor invoices, prepares cheque payments for authorized expenditures, and maintains an accounts payable sub-ledger; maintains an organized vendor payment filing system; ensures that third party statements and the accounts payable sub-ledger are reconciled monthly; monitors adherence to Provincial and

Federal commodity tax regulations; prepares, reconciles, and submits the Goods and Services Tax and the Provincial Sales Tax reports to the applicable agencies on a timely basis.

3. Supports payroll data entry functions and duties and responds to general staff payroll inquiries when required.
4. Performs general and specific bookkeeping and accounting tasks including general accounts receivable billings; assists in the preparation, set up, and processing of accounts, account ledgers, reconciliations, and financial statements utilizing sound fund accounting principles and practices; assists in preparation for year-end audits and annual budget including the preparation of accurate working papers.
5. Processes payment receipts, balances daily cash, and prepares bank deposits.
6. Produces and maintains or assists the Finance Assistant in maintaining information and data necessary to produce reports to meet internal and external requirements; prepares correspondence and reports whenever requested.
7. Monitors contract and lease renewal dates and refers to appropriate manager for follow up.
8. Provides input on modifications or improvements to policies, procedures and practices to improve the functioning of the KFN's Finance Department; provides input to written work procedures for own area of responsibility as requested.
9. Carries out safe work practices and adheres to safety and other work-related regulations and observes and reports unsafe and/or insecure situations in accordance with the regulations and KFN standards, and implements emergency procedures as directed.
10. Performs backup functions and other related duties as assigned or required from time to time.

### **Qualifications**

- A solid understanding and knowledge of accounting and bookkeeping best practices.
- An ability to accurately complete data entry and handle cash.
- Experience with accounting software packages such as Quickbooks, Great Plains, Diamond, Adagio, or Xyntax.
- Ability to accurately process and reconcile cash as well as complete data entry
- Ability to deal with the public in a courteous and tactful manner when required
- Ability to multi-task and cope effectively with deadlines
- Strong interpersonal, communication, organizational, time management, computer and data entry skills
- Knowledge and experience working with federal and provincial governments, funding agencies and their related statutes, regulations and financial requirements (INAC, CRA, WCB, GST, etc);
- Experience assisting with the development of and implementation of policies and procedures;
- Payroll Association certification supplemented with experience in direct deposit and payroll reporting (e.g. T4s) is considered an asset;
- Significant knowledge of Microsoft Office programs;

- Bondable with proof of a clean criminal record check.

## **Experience**

- A two-year certificate or actively pursuing a designation or certification in Financial Management, Accounting, Business Administration or Certified Aboriginal Financial Manager; or
- a minimum of three (3) years accounting, cash handling and financial services experience in a similar position preferably within a First Nations band.

## **Occupational Certificates, Licenses, Association Memberships:**

- Relevant accounting, bookkeeping and/or payroll related certificates or memberships are considered an asset.

Three (3) work related references from direct and current supervisors is required.

## **Salary is dependent on education and experience with a starting range of \$25-\$35/hour.**

Interested applicants must clearly demonstrate how they meet the qualifications identified above and note their salary expectations. Interested applicants are encouraged to submit their resume and cover letter via email, regular mail, or hand delivery to:

Jordan Templeman  
3330 Comox Road,  
Courtenay, BC  
V9M 3R5  
e-mail: [jordan.templeman@komoks.ca](mailto:jordan.templeman@komoks.ca)

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