



Tk'emlúps te Secwépemc

(Kamloops Indian Band)

JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

POSITION TITLE: ACCOUNTS PAYABLE CLERK
DEPARTMENT: FINANCE DEPARTMENT
SUPERVISOR: SENIOR FINANCIAL ACCOUNTANT
TERMS: FULL TIME
JOB REFERENCE#: 2019 - 015

The Accounts Payable clerk is responsible for assisting the Financial Department in the day to day finance tasks such as data entry, customer service and maintaining the records system and maintenance of Finance Department files.

DUTIES AND RESPONSIBILITIES:

The incumbent works with all finance staff, but takes direction from and reports directly to the Senior Financial Accountants with regards to the tasks and activities that are required to maintain the responsibilities of the position. This position is responsible for maintaining and ensuring all accounting procedures and rules are delivered and adapted as appropriate. This position provides front-line contact in delivery of finance services. The Accounts Payable clerk is expected to be knowledgeable, customer service-oriented and to exhibit a high degree of tact, diplomacy and discretion.

Provides efficient and effective accounting, clerical and administrative work relating to finance in accordance with the approved practices, policies, budgets, standards and guidelines.

- Assist in the data input and processing of finance information for the entire Finance Department.
- Assist in creating and processing accounts payable batches for review and posting.
- Creates and maintains employee personnel files, vendor files and client files, including creating folders, coding paperwork, reviewing paperwork and documentation for accuracy.
- Processes invoices ensuring accuracy and appropriate approvals. Prepares all claims, finance reports and remittances on a timely basis for approval.
- Provides staff and clients service for inquiries, research and organization of files, auditing of all required accounts and supports other Finance Department positions.
- Ensures compliance within funding agreements and reporting.
- Processes and maintains various employee forms and requests.
- Works on special projects as assigned.
- Cooperates with department managers addressing inquiries and troubleshooting.
- Participates in workshop training programs and seminars to upgrade skills and knowledge relevant to position.

- Performs all duties and responsibilities in accordance with TteS policies, standards and procedures.
- Maintains confidentiality on all matters relating to the affairs of TteS.
- Other related duties as necessary

POSITION QUALIFICATIONS:

Professional Certification, Education and Experience

- Post-Secondary Accounting Courses and 2 years' experience or an equivalent combination of education and experience.
- **Must have experience with accounting systems (example ACCPAC).**
- Previous finance experience is an asset.
- Must pass criminal record check.

Skills and Abilities

- Ability to maintain a high level of accuracy.
- Strong bookkeeping skills.
- Good oral and written communication skills.
- Proficient in Microsoft Word, Excel and Outlook.
- Strong ability to be flexible and take initiative.
- Strong tact and diplomacy.
- Ability to work independently and use good judgment, focus on details.
- Ability to organize workload, set priorities and meet deadlines.
- Demonstrated ability to interpret and monitor compliance with payroll policies and procedures.
- Ability to accurately enter, retrieve and modify information from a variety of sources into a number of different computer programs.
- Ability to perform duties under pressure (i.e. meeting deadlines, producing a high volume of work with speed and accuracy, paying attention to detail)

HOURS OF WORK: Normal day shift – 7 hours per day. Non – normal shift may be required.

PAY GRADE: As per current salary grid.

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

Deadline for the Job posting is April 4, 2019 to be received no later than 4:00 p.m.

Submit Job Application Form, cover letter, resume, and references

Online @ <https://tkemlups.ca/current-openings/> , by email: resume@kib.ca, by fax: 250.828.9847,

or in person, at our Human Resources office #200 – 330 Chief Alex Thomas Way.

Office Hours are Monday to Friday 8:00 a.m. to 4:00 p.m. & closed for lunch from noon to 1:00

We require each applicant to fill out an online <https://tkemlups.ca/how-to-apply/job-application-form/> , which can be found on the tkemlups.ca website

Any late submissions or submissions without the job application form WILL NOT be considered.