



## *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:** Customer Service Representative  
**DEPARTMENT:** Finance Department  
**SUPERVISOR:** Financial Manager  
**TERMS:** Full Time  
**Reference #:** 2019 - 087

#### **PURPOSE OF POSITION:**

The Customer Service Representative is responsible for assistance with a variety of financial tasks to support the accounts receivable function within the Finance Department for the TteS and its related entities.

#### **DUTIES AND RESPONSIBILITIES:**

1. Provides efficient and effective bookkeeping, clerical and some administrative work relating to the accounting system in accordance with the approved practices, policies, budgets, standards and guidelines. (95%)
  - Print off reports for Debit machine.
  - Communicates records and reconciles inter-company payments.
  - Does application batches when required.
  - Records receipts for Petro daily.
  - Ensures bank deposits are balanced.
  - Completes bank deposits and ensures all monies collected are stored in a secure place.
  - Receives customer payments and issues receipts.
  - Checks balances and verify customer accounts to ensure proper payment distribution.
  - Prints off reports and deposit slips to be filed with data entry.
  - Assists with cash payments within specialty programs.
  - Maintains accurate customer payments, including HOG, ADG, and rebate in TAS.
  - Communicates and assists customers and clients in a timely manner
  - Ensures all payments are applied to invoices.
  - Sends out customer statements on a timely basis.
  - Completes filing, photocopying, mail and faxing.
  - Acts as a liaison between departments and customers.
  - Participates in workshop training programs and seminars to upgrade skills and knowledge relevant to position.

- Assists with other Account Receivable duties when needed, and as time permits.
- Performs all duties and responsibilities in accordance with TteS policies, standards and procedures and as directed.
- Maintains confidentiality on all matters relating to the affairs of the Tk'emlups Indian Band.

2. (5%) Other related duties as necessary.

**QUALIFICATIONS, KNOWLEDGE AND OTHER SKILLS:**

**Professional Certification, Education and Experience**

- Some secondary education in finance and 2 years experience or an equivalent combination of education and experience.
- Must have experience with accounting systems, word and excel.
- Must pass criminal record check.
- Must have a valid current BC Class 5 Driver's License.

**Skills and Abilities**

- Strong knowledge of accounts receivable and accounting systems.
- Ability to maintain a high level of accuracy.
- Strong bookkeeping skills.
- Good oral and written communication skills.
- Proficient in Microsoft Word and Microsoft 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 financial 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)
- Ability to be responsible for large amounts of cash.

**HOURS OF WORK:** Normal Day shifts – 7 hours. Non-normal shifts maybe required.

**PAY GRADE:** \$13.85 - \$16.15 Depending on experience

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

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

**Deadline for the Job posting is November 27, 2019 by 2:00pm**

**Submit Job Application Form, cover letter, resume, and references**  
**online: <https://tkemlups.ca/job-application-form/>, 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 12:00pm to 1:00pm**

**We require each applicant to fill out**  
**an online application form which can be found at: <https://tkemlups.ca/job-application-form/>**

**Any late submissions or submissions without the job application form will not be considered.**