



Bonaparte Indian Band

2689A Sage Hill Rd., Hwy 97N, Box 669 Cache Creek, BC V0K 1H0
Tel: (250) 457-9624 Fax: (250) 457-9550

Accounts Receivable/Payroll Clerk

1 Year Term

The Bonaparte Indian Band is looking for someone with accounting experience to fill a 1-year term position within the finance department. Are you interested in a career in Finance? Do you have accounting experience? Are you reliable, possess strong interpersonal skills, organized, adaptable, like attention to detail and you want to be part of an enthusiastic team, please consider this opportunity to join our team!

Position Title:	Accounts Receivable Clerk	Department: Finance
Status: 1yr employment, full-time		Responsible and reports to: Finance Manager
Hours of Work:	35 hours per week	Salary: To Be Negotiated
Location:	2689A Sage Hill Road	Closing Date: 4pm, March 18, 2020

The Bonaparte Indian Band offers a competitive compensation and benefits package as well as a great team and respectful work environment. If you are qualified as an Accounts Receivable/Payroll Clerk, please send a resume and cover letter by 4pm on March 18, 2020 to the attention of:

**Samantha Minnabarriet – Finance Manager
Bonaparte Indian Band**

Mail: PO Box 669 Cache Creek, BC V0K 1H0 **Fax:** (250) 457-9550
Email: financemanager@bib.band

In Person: 2689A Sage Hill Road, Bonaparte Indian Reserve #1

The Bonaparte Indian Band provides equal employment opportunities to all, regardless of race, national or ethnic origin, Colour, religion, age, sex, sexual orientation, marital status, family status, political belief, creed, disability that does not prohibit performance of essential job functions or that cannot be accommodated, or conviction for which a pardon has been granted. However, where all things are equal, two or more applicants have comparable or equivalent skills and qualifications, preference shall be given, in the following order, to persons with specific knowledge of and/or experience of Bonaparte's language, culture, history and customs; persons of Aboriginal, Métis or Inuit ancestry; and all others. We thank all those who apply; however, only those candidates selected for interview will be contacted.

Job Summary:

Basic principles and theory of accounting are required to do the job effectively, as well as knowledge and experience in specialized areas, such as contracts, human resources, employment standards, legislation and policies.

Accounts Receivable: This position provides financial, administrative and clerical support by posting customer payments and by recording cash, cheques and electronic payments. Ensuring revenues are recorded in the correct period earned and updating and maintaining receivables. This position requires regular monitoring of all Band receivables, sending out monthly statements and collecting on accounts by sending bill reminders and communicating with external parties. The Accounts Receivable Clerk records and verifies revenues and creates invoices according to Bonaparte Indian Band's established policies and procedures in an efficient, timely and accurate manner.

Payroll Clerk: This position provides financial, administrative and clerical support by carrying out all the tasks within the payroll cycle so that employees are paid, employee files are current and maintained, payroll liabilities are recorded accurately, mandatory employee/employer related costs are remitted. This position requires attention to detail when verifying and posting payroll. Communicating and corresponding with management and staff is essential within this position. The Payroll Clerk administers the health benefits plan and pension plan and ensures that eligible employees are enrolled and that shared contributions are remitted.

The Accounts Receivable/Payroll Clerk is required to work within a supportive team environment and is responsible for all duties delegated and assigned by the Finance Manager.

Core Competencies required to be successful in this position:

- Financial Accounting & Reporting
- Review & Analysis
- General Business
- Information Technology
- Professional Development
- Mathematical Reasoning
- Time Management
- Measuring & Monitoring
- Decision Making
- Organization & Strategic Leadership
- Strong Interpersonal Skills
- Teamwork
- Customer/Client Focus
- Ethics. Trust & Integrity
- Problem Solving
- Self-Evaluation
- Accountability & Dependability
- Results Oriented

Qualifications/Requirements:

Minimum Requirements

- Minimum 5 years' experience in an accounting position
- Grade 12 Diploma
- Bookkeeping and/or Accounting education an asset

Other Certification, Licenses, Designations and/or Training

- Must possess a valid class 5 BC driver's license
- Proficiency with computer applications, MS Office and similar software

Specific Job Skills and Levels

- Must possess good interpersonal and communication skills - oral and written
- Ability to maintain positive, professional working relations with staff, community and the general public
- Ability to compile, analyze and present financial data
- Conflict resolution and moderation skills
- Knowledge of general accounting principles, regulatory standards and compliance requirements
- General math skills
- High degree of accuracy, attention to detail and confidentiality
- Excellent analytical, problem solving and decision-making skills
- Excellent data entry skills
- Effective verbal, listening and written communication skills
- Effective organizational, stress and time management skills
- Demonstrates a sense of urgency and ability to meet deadlines
- Ability to work independently or as a team member
- An understanding of relevant legislation, policies and procedures

Assets:

- Knowledgeable of First Nations, or specifically the Bonaparte Indian Band, communities & history