



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:	Membership Funding Technician
DEPARTMENT:	Community Services
SUPERVISOR:	Community Services Manager
TERMS:	Part Time
REFERENCE #:	2020 - 075

PURPOSE OF POSITION:

The Membership Funding Technician is responsible for efficient, timely and accurate processing of member requests with respect to the medical/dental fund and the Sports/Recreation fund. In addition, the incumbent is responsible for assisting with a variety of financial tasks associated with these funds within the Community Services Department for the Tk'emlúps te Secwépemc, (TteS).

DUTIES AND RESPONSIBILITIES:

The Funds Technician will provide support to the CS manager, CHR and Sports/Recreation Coordinator in areas of financial

- Administers Medical/Dental and Sports/Recreation funds in accordance with their respective policies, standards and procedures
- Strong bookkeeping skills
- Compile and track receipts, applications, establish and maintain files and other related documents
- Monitor both funds, their expenditures in comparison to their respective budgets,
- Compile and track both funds
- Draft purchase orders and cheque requisitions
- Monitor each funds' expenditures compared to their respective budgets
- Submit financial report analysis to the Community Services Manager and keep both the Community Health Representative and the Sports and Recreation Coordinators informed about the funds
- Ability to perform duties under pressure (i.e Meeting deadlines, producing a high volume of work with speed and accuracy, paying attention to detail)
- Maintains confidentiality on all matters relating to the affairs of TteS.
- Perform other duties as assigned

QUALIFICATIONS, KNOWLEDGE AND OTHER SKILLS:

Professional Certification, Education and Experience

- Advanced Level MS Excel
- Some secondary education in finance and 2 years experience in bookkeeping or an equivalent combination of education and experience.
- Must pass criminal record check.

Skills and Abilities

- Proficient in Microsoft Office.
- Ability to maintain a high level of accuracy.
- Strong organizational skills.
- Good oral and written communication skills.
- Strong ability to be flexible and take initiative.
- Strong tact, diplomacy, and experience communicating with others
- 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
- 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 funds.

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

PAY GRADE: As per current TteS wage grid.

Tk'emlúps 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 23, 2020 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.