



Ts'kw'aylaxw First Nation

Box 2200
Lillooet, B.C.
V0K 1V0

Ph: (250) 256-4204

Fax: (250) 256-4058

External Job Posting Finance Clerk

Finance Clerk will assist with administration finances.

- Assist with accounting and/or bookkeeping.
- Ability to follow directions and apply established procedures.
- Ability to do oral and written communication sufficient to answer routine inquiries.
- Ability to perform mathematical computations and recurring financial transactions.
- Proficiency with Microsoft Office applications (Excel, Word).
- Strong organizational skills
- A valid class 5 driver's license and reliable transportation is necessary.
- Individual may have an equivalent combination of education and experience
- Good working knowledge of a financial operation system, Xyntax an asset
- Personal skills to include patience, ability to maintain confidentiality, team player
- Excellent / good interpersonal and people skills
- Criminal Records Check

Please Forward Cover Letter and Resume with any applicable attachments:

Closing Date: Until filled

Thank you to all who apply; however only those shortlisted for an interview will be contacted

**Ts'kw'aylaxw First Nation
Box 2200
Lillooet BC, V0K 1V0**

**Email: recepton@tskwaylaxw.com
Fax: (250) 256 - 4058**