



LOWER KOOTENAY BAND

830 Simon Road, Creston, BC V0B 1G2 Ph: 250.428.4428 Fax: 250.428.7686

CAREER OPPORTUNITY

JOB POSTING: FINANCE CLERK

CLASSIFICATION: PERMANENT

TERM: FULL-TIME

LOCATION:

Located in the south eastern part of British Columbia, the Town of Creston has a unique blend of mountains, lakes, farms, orchards and forests. The population of Creston is 5, 000 and the trading area serves about 15,000 people. The Lower Kootenay Band (LKB) has 200 plus members and is a member of the Ktunaxa Nation.

POSITION SUMMARY:

The Finance Clerk will be responsible for performing a wide variety of finance duties in support of the Director of Finance. Responsibilities include performing day to day book-keeping functions, such as reporting, filing and related administrative duties as required for the Lower Kootenay Band.

RESPONSIBILITIES AND DUTIES:

- ability to perform accounting functions with minimal supervision
- assist with filing and data entry
- assist with budget development
- assist with compliance of program reporting requirements
- process and manage employee benefits
- assist with year-end audit preparation
- assist with property taxation

REPORTING:

The successful candidate will report to the Director of Finance.

POSITION QUALIFICATIONS:

- Post-secondary diploma in accounting or business administration and/or equivalent job experience
- Knowledge of ACCPAC – SAGE Accounting software
- Proficient in Microsoft Office Programs including Excel

REQUIREMENTS:

- Ability to work in a team environment and individually
- Demonstrate clerical accuracy and efficiency working with numbers
- High standards of ethics and maintain confidentiality
- Time management skills
- Provide a current Criminal Record Search

A knowledge of and appreciation of the culture, values and political objectives of the Ktunaxa Nation would be an asset.

Please submit your cover letter and resume marked “confidential” to:

Director of Operations
Lower Kootenay Band
830 Simon Road
Creston, BC V0B 1G2
Email: lkbcoo@lowerkootenay.com

CLOSING DATE: Until the position is filled

Please be advised that only those selected for an interview will be contacted.