



NORTHERN SHUSWAP TRIBAL COUNCIL

Finance Administrator – Full-Time

Summary of Knowledge and Abilities we are looking for:

The Finance Administrator contributes to the overall success of the organization by effectively managing the provision of financial services, accurate accounting and payroll, risk management services, administration of pension and benefit plan, as well as general administrative support for the organization and those for which it contracts accounting services.

1. Knowledge of generally accepted accounting principles (GAAP)
2. Knowledge of legislation on Labour Code, Occupational Health and Safety, Privacy and Human Rights as well as requirements for ANND C Funding and Reporting
3. Ability to work independently and build effective interpersonal relationships
4. Ability to work collaboratively with the Management team in the preparation of budgets and funding proposals
5. Proficiency in the use of computer programs for accounting (Quick Books Pro preferred), word processing, databases, spreadsheets, email and the internet to the intermediate level (capable of using a large number of functions and feel confident using the program)
6. Ability to self-regulate, meet deadlines, have attention to detail
7. Understand and maintain financial records, contracts and other documents according to funding agency policies and procedures
 - a. Three to Five years of progressive financial experience performing accounts payable, accounts receivable, payroll, general ledgers, budget preparation and financial reporting in a multi-department environment
 - b. Experience supervising and managing staff

For a complete job description, please visit the Employment section of the Northern Shuswap Tribal Council website at: www.northernshuswaptribalcouncil.com

Application Package submission must include the following:

- 1: Provide a cover letter with your skills & abilities that match the job description
- 2: Resume

Email your application to:

Bonnie Slack, Operations Coordinator

Email: administration@nstq.org

Mail your Application to:

Fax to: 250-392-6158

Attention: Bonnie Slack, Operations Coordinator

Northern Shuswap Tribal Council

17 South 1st Avenue, Williams Lake, BC V2G 1H4

Application Deadline:

February 16, 2018 at 4:00 pm

Previous Applications need not Apply

Preference will be given to persons of Aboriginal ancestry as per Section 16(1) of the Canadian Human Rights Act.