



TL'ETINQOX GOVERNMENT

P.O. Box 168, Alexis Creek, B.C. V0L 1A0
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Finance Clerk – Permanent Full Time Position

TL'etinqox Government is looking for someone with accounting experience to fill the position of **Finance Clerk**.

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!

TL'etinqox Government offers a competitive compensation and benefits package as well as a great team and respectful work environment. If you are qualified as a Finance Clerk, please send a resume and cover letter by **4pm on Friday, March 14, 2025**, to the attention of:

Genny Bolyos - Director of Finance

Email: finance@tletinqox.ca

In Person: Drop off with the Receptionist at TL'etinqox Government Office

This position provides financial, administrative and clerical support by posting payments to vendors accounts, verifying coding made by Directors and Managers and by reconciling POs, cheques and electronic payments. Ensuring expenditures are recorded in the correct period and updating and maintaining payables. This position requires regular monitoring of all Band obligations, reconciling vendor statements and communicating with external parties. The Finance Clerk follows the Band's established policies and procedures in an efficient, timely and accurate manner.

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 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

Minimum Requirements

- Minimum 2 years' experience in an accounting position
- Grade 12 Diploma
- Bookkeeping and/or accounting education an asset

Wage to be determined based on education and experience.