



## BOOKKEEPER Employment Opportunity

The Ditidaht First Nation (DFN), located on south western Vancouver Island, on Nitinat Lake, is pleased to invite qualified applicants to apply to the permanent, full time position of **Bookkeeper**.

A competitive salary and benefit package is offered. Subsidized housing, including rent and hydro, is also included in the benefit package.

We invite you to email your resume, cover letter (including salary expectations) to Lori Fitzgerald, CPHR, at [hr@ditidaht.ca](mailto:hr@ditidaht.ca) no later than 4:00PM on April 26, 2023.

The **Bookkeeper** provides a wide variety of financial tasks and performs daily activities including accounts receivable, invoicing, journal entries; account reconciliations, and the preparation of monthly financial reports. In addition, the **Bookkeeper** is responsible for administering the extended health benefits plan.

### DUTIES AND RESPONSIBILITIES

- Disburses monies according to legislation and guidelines;
- Receives and processes cheques, cash payments including verifying cash with the Nation agreements with the individuals; ensures the security of cash on premises;
- Prepares forms for online banking payments and electronic fund transfers of purchases ensuring approval signatures included in the process; Processes requests for manual cheques such as travel advances, when required;
- Receives, prepares, validates and processes incoming supplier invoices and employee travel and mileage claims for scheduled payment when received; ensures signing/authorization by Managers and applicable supporting documents and/or receipts are attached; ensures payment made by prescribed due dates and minimizes interest charges;
- Communicates with suppliers and internal clients to obtain information and clarify/resolve issues such as invoice discrepancies; responds to all payroll, accounts payable and receivable inquiries;
- Reviews, processes or prepares a varied assortment of financial documentation including accounts receivable, reconciliation transactions
- Prepares, verifies and/or reconciles or remits:
  - WCB, GST, and Receiver General Source Deduction payments
  - bank accounts and credit card statements;
  - Record of Employment, T4 and year end T4's and T4 summary,
  - extended health benefit payments
- Assists with the preparation, adjustments and distribution of month-end financial statements for the Comptroller;
- Assists with the preparation of monthly account reconciliations and budget variances;
- Assists the Comptroller with the preparation of cash flow projections and other financial reports;
- Forwards general journal reports to department managers, as required, for their reconciliation;
- Assists with the gathering of documents and preparation of year-end working papers and the audit process; responds to auditor inquiries;
- Sets up and maintains electronic and paper finance and payroll files;
- Establishes and manages vendor information and standard payment terms; ensures accurate account allocation for costs within the General Ledger and/or other sub-systems, identifies incorrect codes and, updates approved new codes in accounting software;
- Interprets and monitors compliance with financial policies and procedures;
- Enters, retrieves and modifies information accurately from a variety of sources into a number of different computer programs;
- Acts as a liaison between departments, employees, members, customers and vendors;
- Monitors budget transactions and assists departments in reviewing charges on financial reports;
- Provides coverage in the other finance positions including accounts payable and payroll as required;
- Works with housing department with activities such as receiving rent, and monitoring and retaining arrears records;
- Prepares and/or reviews and may deliver bank deposits;

- Receives Purchase Order (PO) requests and prepares and issues PO; ensures approval are documented on purchased items with or without a purchase order; and for service invoices, and processes accordingly.

### **Education and Experience**

- Grade 12 graduation (Dogwood or BC Adult Graduation Diploma);
- Diploma or certificate in Bookkeeping or Accounting;
- Minimum 3 years recent related work experience, preferably in a First Nation community; or
- An equivalent combination of education and experience;
- Experience creating spreadsheets;
- Experience processing accounts payable, accounts receivable, payroll and journal entries;
- Experience reconciling accounts;
- Experience collecting debt from unpaid receivables;
- 3 years Sage 300 software experience;
- Valid Class 5 driver's licence and reliable vehicle plus a clean driver's abstract is required and appropriate insurance;
- Clean criminal record check.

Preference will be given to persons of Aboriginal ancestry.

**Thank you for your interest in this position, only those short listed will be contacted further.**