



Ditidaht First Nation

Physical Address:
Balaats'adt Village
Nitinaht Lake, British Columbia

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Port Alberni, BC V9Y 7M8

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Finance Clerk Job Posting

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|-------------|------------------------------------|---------------|---|
| Job Title: | Finance Clerk | Job Category: | Permanent Full-Time |
| Department: | Finance | Rate of Pay: | \$23 - \$35/ hour dependent on experience |
| Location: | Balaats'adt Village, Nitinaht Lake | Posting Date: | November 28 th , 2024 |
| Reports To: | Financial Controller | Closing Date: | Posted until filled. |

Organization Overview

Ditidaht First Nation is a vibrant and culturally rich community located at the north end of Nitinat Lake on Vancouver Island, British Columbia. Our main community, Balaats'adt Village, serves as the administrative center and gateway to the world-renowned West Coast Trail. Committed to preserving our heritage, promoting the Ditidaht language, and fostering growth and development, we aim to provide exceptional services and support to our community and members while embracing the natural beauty that surrounds us.

Position Overview

We are seeking a dedicated and experienced Finance Clerk to support our Finance Department by executing full-cycle bookkeeping for Ditidaht First Nation. Reporting to the Financial Controller, the Finance Clerk will play a crucial role in administering payroll, managing accounts, and ensuring accurate financial records. This position offers an excellent opportunity to contribute to the financial well-being of our community while developing your career in finance.

Key Responsibilities

- Execute full-cycle bookkeeping for Ditidaht First Nation.
- Administer payroll, accounts receivable, and accounts payable.
- Perform month-end reconciliations and handle government remittances, audits, and WCB requirements.
- Complete bank reconciliations accurately.
- Assist with reporting templates and verify project outturns against budgets.
- Interact with clients and contractors; assist with business and banking setup.
- Assist with year-end preparations, including T4s, T5s, and ROEs.
- Support other administrative planning tasks as assigned.

- Assist with preparing financial reports and statements.
- Ensure compliance with financial regulations and Ditidaht First Nation policies.
- Maintain confidentiality of sensitive financial information.

Key Skills

- Proficient in payroll, bookkeeping, and record-keeping practices on both manual and computerized systems.
- Strong computer literacy, including effective working skills with Microsoft Excel, Word, and Outlook.
- Ability to administer and understand full-cycle accounting in a fast-paced environment.
- Excellent interpersonal skills; able to relate to a broad range of people.
- Self-starter who takes direction well and can work with minimal supervision.
- Strong organizational and time management skills.
- Attention to detail and accuracy.
- Ethical conduct, confidentiality, and integrity in handling financial matters.
- Ability to work independently and as part of a team.
- Adaptability to new processes and technologies.
- Experience with Sage 300 is considered an asset.
- Experience with fund accounting and working within a First Nation government is considered an asset.

Preferred Qualifications

- Minimum of three (3) years of bookkeeping experience.
- Completion of a certificate or diploma in accounting and/or business is considered an asset.
- Proficiency in accounting software and Microsoft Office Suite.
- Knowledge of First Nations financial management practices is considered an asset.
- An acceptable combination of education and experience may be considered.

Other Requirements

- High degree of trust and confidentiality.
- Maintain positive, professional working relations with staff, community, and external agencies.
- Lifestyle consistent with the duties and responsibilities of the position.
- Must demonstrate professionalism while dealing with sensitive issues including tact, discretion and sound judgment.
- Valid Class 5 driver's license.
- Clear Criminal Record Check and Vulnerable Sector Check (available upon request).
- Willingness to be office-based in the Nitinaht Lake community.
- Knowledge of the Ditidaht language or a willingness to learn is considered an asset.



Core Competencies & Personal Characteristics

Core Competencies

- **Holistic Thinking and Stewardship:** Understands the interconnectedness of community, environment, and cultural heritage; cares for the Ditidaht people and natural environment to promote overall well-being and sustainability.
- **Cultural Pride and Knowledge:** Values, upholds, and actively promotes Ditidaht traditions, language, and heritage, fostering a strong sense of identity and continuity among community members.
- **Adaptability and Innovation:** Integrates traditional practices with modern advancements, demonstrating resilience, flexibility, and creativity in adapting to change and managing multiple priorities.
- **Community Engagement and Collaboration:** Actively contributes to the community's well-being through strong relationships, teamwork, and participation in initiatives and events.
- **Effective Communication and Respect for Diversity:** Communicates ideas clearly and appreciates diverse backgrounds and perspectives, fostering inclusivity and meaningful interactions.
- **Economic Initiative:** Seeks and develops opportunities that support the Nation's economic growth and sustainable prosperity, aligning efforts with community goals.
- **Client Service Excellence and Hospitality:** Delivers high-quality, responsive service; welcomes and shares resources generously, reflecting the Ditidaht tradition of hospitality.

Personal Characteristics

- **Respectful and Empathetic:** Honors individuals, traditions, and the community; understands and shares the feelings of others, fostering a supportive and inclusive environment.
- **Committed and Accountable:** Demonstrates dedication to community goals; takes ownership of tasks and obligations, ensuring dependability and responsibility in all duties.
- **Resilient and Energetic:** Maintains a positive attitude during challenges; adapts effectively to setbacks; displays enthusiasm and passion while maintaining productivity and balance.
- **Honest and Transparent:** Upholds truthfulness and openness, building trust through integrity in all actions.
- **Culturally Grounded:** Respects and appreciates cultural and spiritual traditions; shows a willingness to engage in cultural activities and incorporates cultural practices into work and community engagement.
- **Proactive and Innovative:** Acts as a self-starter who takes initiative; embraces creativity and new ideas to address challenges with minimal supervision.

Hours of Work

- 8:30 am – 4:30 pm, Monday to Friday.



Salary and Benefits

- Competitive wage based on experience and qualifications.
- Opportunities for professional development and training.
- Paid time off and sick leave.
- Supportive work environment with a focus on work-life balance.
- Potential for career advancement within the organization.

Application Process

This posting will close when the position is filled. Apply by sending your cover letter, resume, proof of educational credentials, and contact information for three professional references to:
Email: admin@ditidaht.ca

Ditidaht First Nation is committed to employment equity and welcomes diversity in the workplace. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

General Contact Information

Ditidaht First Nation Administration Office
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Port Alberni, BC V9Y 7M8

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