

Ditidaht First Nation

PO Box 340 Port Alberni, BC V9Y 7M8 Tel.: (250) 745-3333 Fax: (250) 745-3332
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Ditidaht Administration
Job Opportunity – Executive Assistant/Bookkeeper
Full Time
Closing Date: February 22, 2019

The Executive Assistant/Bookkeeper is an important role in the linkage between both Ditidaht First Nation Council and Administration; and between the Administrator and senior staff. The main function of this position is to keep communication at all levels, both oral and written; and to provide some bookkeeping functions of accounts receivable. Bank reconciliation, process travel claims and various bookkeeping duties.

Duties:

- Contact council members by telephone to confirm attendance on meeting
- Type and distribute agenda and information package to Council
- Keep records of meetings and resolutions
- Oversee master filing system
- Bookkeeping responsibilities of Accounts Receivable and various other bookkeeping duties

Qualifications

- Grade 12 Graduation and recognized bookkeeping training program (Sage 500) or equivalent combination of training and/or experience
- Previous experience in working with a First Nation organization
- Strong oral and written communication

Interested applicants please submit a covering letter and resume to:

Ditidaht First Nation
PO Box 340
Port Alberni, BC
V9Y 7M8

Or Fax: 1-250-745-3332 or email jhunt@ditidaht.ca

Applications will be accepted by fax, email or in person to the Ditidaht Administration Office and must be received no later than 4:00 pm on February 22, 2019.

*Acknowledgement of receipt of application will not be sent; we will contact candidates who are screened in for further consideration when the screening process is completed.