



Tla-o-qui-aht First Nation

Accounts Payable Clerk

Permanent Full Time Position

Tla-o-qui-aht First Nations Administration seeks a highly motivated individual with a strong eye for detail to fill the full-time position of Accounts Payable Clerk. Based out of the Tla-o-qui-aht Office in Tofino, applicants will be reporting to the Manager of Finance and Administration on all aspects of accounts payable.

Duties and Responsibilities

- Charges approved expenses to accounts and departments by analyzing invoice/expense reports; recording entries.
- Reports sales taxes by calculating requirements on paid invoices
- Processes purchase orders approved by appropriate department managers
- Verifies vendor accounts by reconciling monthly statements and related transactions
- Processes payments for approved employee reimbursements
- Resolves purchase order, contract, invoice or payment discrepancies
- Schedules and prepares cheque runs on a timely basis
- Maintains accounts payable ledgers by verifying transactions
- Reconcile accounts receivable on a monthly basis
- Provides requested general ledger detail for program reporting
- Other accounting related duties as required

Qualifications

- Successful completion of Grade 12
- Successful completion of a Post-Secondary Diploma in a related field or equivalent combination of training, and experience
- Highly organized with a strong eye for detail
- Experience with accounting software, preferably Adagio
- Proven high degree of confidentiality
- Ability to work in a changing, dynamic, and high stress environment
- Effective interpersonal relations and ability to work within a team environment
- Valid Class 5 driver's license with access to a vehicle
- Pass a criminal record check
- Experience working in a First Nations Organization / Community
- Preference will be given to qualified Aboriginal applicants

Submit your resume, and cover letter demonstrating how you meet these qualifications. Only applicants granted an interview will be contacted.

Deadline to apply is : Tuesday July 18th by 4:30pm

Submit your resume, covering letter, and reference letters to:

Ted Adnitt – Chief Executive Officer

PO Box 18 Tofino, BC V0R 2Z0

Email: jobs@tla-o-qui-aht.org Fax: 250.725.3352

Or drop at the office in a sealed envelope at #1119 Pacific Rim Highway, Tofino