



Ulkatcho

BOX 3430, ANAHIM LAKE, B.C. CANADA V0L 1G0
PHONE 250-742-3260
FAX 250-742-3411

Finance Office Clerk

JOB TITLE: Finance Clerk (full time)

DEPARTMENT: Finance

START DATE: Immediate

CLOSING DATE: Open until filled

SALARY: Depended on experience and qualifications

Job Description:

Ulkatcho First Nation (UFN) seeks a motivated, reliable individual for employment as a finance clerk. This is an entry level position and the successful applicant will be trained in processing invoices received for payment and for undertaking the payment of all creditors in an accurate, efficient, and timely manner.

Training and Duties will involve:

- Processing accounts and incoming payments in compliance with financial policies and procedures
- Performing day to day financial transactions, including verifying, classifying, computing, posting, and recording accounts payables' data
- Processing bills, invoices, and payments
- Reconciling the accounts receivable ledger to ensure that all payments are accounted for and properly posted.
- Generate financial statements and reports detailing accounts payable status

Please provide a resume detailing your previous work experience and education background. The successful candidate will be required to submit a Criminal Record Check

TO APPLY: Submit a resume with a covering letter detailing your experience to hr@ulkatcho.ca or deliver your resume to Liz Anderson at the Band Office

NOTE: Only those applicants selected for an interview will be contacted