



Ulkatcho

BOX 3430, ANAHIM LAKE, B.C. CANADA V0L 1C0
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Part Time Employment Opportunity Finance Office Clerk Assistant

Job Description:

Ulkatcho First Nation (UFN) seeks a motivated, reliable individual for employment as a finance clerk assistant. This is an entry level position, and the successful applicant will be supporting the current finance clerk in daily activities.

Training and Duties will involve:

- Filing
- Organizing files
- Packaging cheques
- Sage training
- Using Excel and word.
- Other duties as needed.

The successful candidate will be required to submit a Criminal record check.

START DATE: Immediate

CLOSING DATE: Open until filled

TO APPLY: Submit a resume and cover letter to hr@ulkatcho.ca or deliver your resume to reception at the Band Office.

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