



Ulkatcho

BOX 3430, ANAHIM LAKE, B.C. CANADA V0L 1C0
PHONE 250-742-3260
FAX 250-742-3411

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

How to Apply:

Please email your resume and cover letter to hr@ulkatcho.ca. Please include “**Finance Clerk Assistant**” in the subject line. Or drop off at the reception counter at the band office.

Interview Process:

- Only shortlisted candidates will be contacted.
- Two step interviews (Interview & written assignment)
- Criminal record check
- Reference Check