



TOQUAHT MANGEMENT LP JOB POSTING

PO Box 759
1971 Peninsula Rd.
Ucluelet, B.C. V0R 3A0

JOB POSTING

Finance and Business Administrative Assistant

About the position

Reports to	Corporate Finance Officer and Director of Business Operations
Start Date	ASAP
Status	Option A – 2 part-time permanent roles Option B – 1 full-time permanent role
Location	On-site, in-person, based in Ucluelet, BC (not a remote position)

Position Structure

This role may be filled **either as one full-time position** or divided into **two part-time positions**—one focused on Finance and one focused on Business Operations. If you are applying for this opportunity, please clearly indicate in your **cover letter** whether you are interested in the **full-time combined role** or **one of the part-time roles**.

What this role carries

This dual in-person role provides essential administrative support to both the Finance and Business Operations departments of Toquaht Management LP. Working from the Toquaht Nation government offices in Ucluelet, the Finance & Business Administrative Assistant helps keep daily operations organized, efficient, and aligned with Toquaht values.

In the Finance area, the Administrative Assistant supports the accuracy and flow of financial work—coordinating meetings, preparing agendas and minutes, organizing records, and assisting with tasks such as bank reconciliations, purchase orders, credit card tracking, and accounts receivable. This work helps ensure clear, reliable financial practices that support good governance.

On the Business Operations side, the Administrative Assistant supports the Director in coordinating activities across Toquaht Nation's many enterprises, including tourism, forestry, aquaculture, and asset management. With respect, strong communication, and cultural awareness, this role helps maintain smooth operations while supporting the Nation's long-term vision of economic strength, community wellness, and stewardship of Toquaht lands and waters.



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Who we are

Located on the beautiful Ucluelet Peninsula on the West Coast of Vancouver Island, the Toquaht Nation Government is a modern treaty government dedicated to serving our citizens and realizing our vision of a healthy, thriving community.

Toquaht Management LP oversees a diverse portfolio of Nation-owned businesses that support economic growth, sustainable resource management, and community benefit. These operations span aquaculture, forestry and silviculture, timber processing, industrial log handling, asset management, and tourism—including the popular Secret Beach marina and campground.

Together, these enterprises create employment opportunities, strengthen Toquaht's economic independence, and contribute to the long-term stewardship of Toquaht lands and waters, with regular updates shared at the Toquaht People's Assembly.

What this role carries

Finance Administrative Assistant:

- Schedule meetings in accordance with the Governance Fiscal Act and send invitations to Board members.
- Prepare meeting packages under the guidance of the Corporate Finance Officer and distribute them to Board members.
- Assist with agenda preparation and record accurate minutes during board meetings.
- Organize and file corporate documents, maintaining both paper and electronic filing systems.
- Collect mail from the post office, open, and scan correspondence as required.
- Compile paid invoice packages and coordinate obtaining necessary signatures.
- Track and maintain monthly purchase order files to ensure accurate record-keeping.
- Manage and organize monthly Mastercard invoices, ensuring all documentation is up to date.
- Prepare and enter Mastercard transactions for reconciliation purposes.
- Assist with the preparation of monthly bank reconciliations to support financial accuracy.
- Make accounts receivable collection calls as directed to ensure timely payments.



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Business Operations Administration

- Provide comprehensive administrative assistance to the Director of Business Operations, including scheduling meetings, preparing agendas, and taking minutes.
- Organize, file, and maintain electronic and physical records, ensuring confidentiality and accuracy.
- Draft, proofread, and distribute correspondence, reports, and presentations.
- Coordinate and manage the Director's calendar, prioritizing tasks and appointments.
- Act as a point of contact between the Director and internal/external stakeholders, ensuring timely and professional communication.
- Maintain and update business records, financial reports, and other critical documents.
- Assist in organizing meetings, community events, and stakeholder engagements, including logistics and follow-ups.
- Book travel, accommodations, and itineraries for the Director and other staff as required.
- Assist in monitoring operations and administrative tasks for Toquaht Nation's seven businesses, including the campsite, marina, sawmill, and forestry operations.
- Support the preparation of budgets, invoices, and expense reports.
- Assist the Director in coordinating and tracking projects, ensuring deadlines are met and milestones achieved.
- Respond to inquiries from community members and provide information about programs and services as appropriate.

General Office Duties:

- Track office supplies and prepare purchase requests as needed.
- Work with respect and understanding of Toquaht Nation's cultural values and practices.

What you bring

Education:

- Post-secondary education in business administration, finance, accounting, or a related field is preferred.
- Relevant training or certifications in office administration, financial management, or bookkeeping are advantageous.

Experience:

- Minimum of 2 years of administrative or financial support experience, preferably in a government, First Nations, or corporate environment.
 - Proven experience in organizing and maintaining records, including both electronic and physical filing systems.
 - Experience preparing agendas, meeting packages, and accurate minute-taking.



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- Familiarity with financial tasks, such as bank reconciliations, accounts receivable, and credit card transaction management.
- Experience coordinating multiple priorities, including meeting schedules, stakeholder communications, and business operations.

Knowledge, Skills and ways of being

- Strong proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Familiarity with financial software, including Adagio, is an asset.
- Knowledge of financial procedures and administrative best practices, particularly in an Indigenous governance or business operations setting.
- Cultural sensitivity and awareness, particularly in relation to Indigenous values and governance practices.
- Excellent organizational skills with the ability to multitask and prioritize work effectively.
- Exceptional attention to detail, particularly in financial data entry and document preparation.
- Strong communication skills, both verbal and written, with a professional and collaborative approach.
- Ability to maintain confidentiality and handle sensitive information with integrity.
- Problem-solving and critical-thinking abilities to support decision-making and operational efficiency.
- Flexibility and adaptability to work in a fast-paced and dynamic environment.
- Demonstrated ability to work independently and as part of a team.
- A valid BC driver's license and access to reliable transportation.

What we offer

Along with the opportunity to work alongside a compassionate like-minded team, we are offering the following compensation package:

- \$23.00 - \$27.00 per hour
- 2-weeks vacation per annum
- Other paid time off, including statutory holidays and sick leave

For more information and to apply

If you are aligned with our values and are committed to supporting our community, please submit your resume and cover letter by Friday March 27, 2026 at 5:00 pm PST using the following link:

<https://app.loxo.co/job/MzA5MjEtdms1eTN2dDNxZG9idzZ1bQ==?t=1773099325685>



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We encourage applicants to submit a cover letter and resume as soon as possible, as they will be reviewed on an ongoing basis. We thank all applicants for their interest; only those selected for an interview will be contacted.

Persons of Indigenous ancestry will be given preference. s16(1) CHRA.