



huuayaht

ANCIENT SPIRIT, MODERN MIND

Job Posting

Position: Finance Clerk, Accounts Receivable

Permanent Position: Part Time, 40 – 45 hours bi-weekly

Location: Anacra Government Office (Bamfield B.C.)

Authority Relationship: Reports directly to the Finance Manager.

Salary Range: \$20 - \$23 per hour

Position Summary: The Finance Clerk will provide support to the Finance Manager in the day-to-day functions of the finance department.

Key Accountabilities:

- Providing data entry and verification of accounts receivable / accounts payable, purchase order tracking and verification, reporting and month end closing activities.
- Ability to maintain confidentiality and neutrality.
- Promoting and supporting a work environment that aligns with HFN's values, culture, and strategic goals.

Job Duties:

- Completing payments and controlling expenses by receiving, processing, verifying, and reconciling invoices
- Reconciling processed work by verifying entries and comparing system reports to balances
- Ensuring outstanding balances are updated with credit memos that are due.
- Verifying vendor accounts by reconciling monthly statements and related transactions
- Maintaining historical records of all invoices, reports, receipts, and cheques by saving documents properly on the network

Operational Requirements:

- Some travel required, must have driver's license or ability to travel between HFN Government offices.
- Successful background check, reference checks, education/credential verification if required.
- Demonstrated ability and experience in upholding the HFN Organizational Values: Professionalism, Respect, Health, Effective Communication, Trust, Support.
- Ability to work in a fast-paced environment.
- Attention to detail.

Education and Experience Requirements:

- Experience in bookkeeping and accounting support, including accounts receivable and payable and reconciliation.
- 2 + years' experience in working with computer programs such as Microsoft office, and/or accounting programs.
- Experience in administration duties from organizing files, reports, detail management, etc.
- Grade 12 education or a mix of experience and certification in administration and finance.
- Willing to train a suitable candidate with an administrative skillset.

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted.

Please email your covering letter & resume to HR@huuayaht.org or by fax 250-728-1222 or mail att: Human Resources Manager, 4644 Adelaide Street, Port Alberni, B.C., V9Y 6N4.

Please quote Finance Clerk Job Posting.

Closing date for this position is on January 26, 2024 at 4:00pm.



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ANCIENT SPIRIT, MODERN MIND

Vision - *Huu-ay-aht envisions a strong, self-governing and self-reliant Nation. ?lisaak, hišuk ma cawak and ?uu?atuk guide us as we work together to foster a safe, healthy and sustainable Nation; where our culture, language, spirituality and economy flourish.*

Mission - *Pursuing self-reliance through economic opportunities, empowering and supporting citizens, stewardship of Hahuuli, and revitalizing language and culture for all Huu-ay-aht.*

HUU-AY-AHT FIRST NATIONS VALUES

PROFESSIONALISM

- Ethics – be prepared, on time and ready to work
- Ethics – be responsible for the success of your work and others
- Lead by example
- Respect - for confidentiality, yourself and co-workers
- Work / Life Balance
- Work Smarter - Share your expertise and your successes
- Take pride in your work

RESPECT

- Golden Rule – Treat others how you want to be treated
- Listen actively and attentively to what people are saying and clarify
- Accept people for who they are and don't judge
- Basic Etiquette – remember the common courtesies; kindness & compassion
- lisaak
- Observe protocol and ceremony

HEALTH

- A healthy body, mind and soul through proper diet, sleep and exercise
- Avoid burning out with a proper work / life balance
- Be positive - always remember to smile and laugh
- Care about each other, ask questions and follow up
- Be appreciative of one another and the work we do

EFFECTIVE COMMUNICATION

- Think twice, speak once
- Make sure your body language is sending the correct message
- Provide responses in a timely manner; acknowledge request and provide timeline
- Listen attentively and clarify

TRUST

- Walk the talk - be honest, no gossiping
- Believe the good in everyone not the bad
- Voice your concerns, don't harbor them – clear the air
- Spend more time focusing on what you are supposed to be doing, and less time on what others are or aren't doing
- Be happy and enjoy your work life

SUPPORT

- Be available to help and ask for help when needed
- Advocate and help one another
- Provide constructive criticism, not just criticism
- Don't gossip; stop gossip when it occurs
- Clarify and seek feedback from each other
 - other