



Job Title:	Finance and Bookkeeping Assistant	Date Posted:	April 18, 2024
Department/Group:	Administration	Posting Expires:	May 20, 2024
Location:	Tofino, BC	Travel Required:	Minor
Level/Salary Range:	\$55,000-\$65,000 annually Commensurate with Experience & Training	Position Type:	Permanent Full-time
Supervisor:	Finance and Admin Manager		
Applications Accepted By:			
EMAIL: fmecdev@tla-o-qui-aht.org Subject Line: Finance Assistant Position Attention: Lorie Dillon – Finance Manager		Tla-o-qui-aht First Nation Economic Development Corp 1119-B Pacific Rim Hwy Tofino, BC, V0R2Z0	
Job Description			

The [Tla-o-qui-aht First Nation and Administration](#) is located on the West Coast of Vancouver Island, in Tofino, British Columbia. The Tla-o-qui-aht Nation and its people, are a nation with over 1200 Members. The Administration is comprised of about 50 employees that continues to grow as the Tla-o-qui-aht Nation's Lands, Economic, and local growth continues. Our direction is based on the harmony of strong administration and good governance that values our ha'wiih ha-houlth-ee and the laws of nature.

The Finance & Bookkeeping Assistant works with the Finance and Admin Manager to support the company's financial operations and reporting, as well as conducts administrative tasks as required by the CEO. They ensure that records across the financial departments of EDC companies are accurate and timely.

1. Role and Responsibilities

- Undertake Day-to-day bookkeeping and data entry for select EDC Companies and ensure compliance with generally accepted accounting principles.
- Assist Finance Manager to oversee accounts and cash flow, administer internal audits, and cooperate with external auditors.
- Assist Finance Manager to Prepare quarterly progress reports.

2. Qualifications and Education Requirements

- Diploma in a related discipline (public administration, business administration, finance) and two (2) years related experience; OR
- Financial Management Certificate Program and two (2) years related experience; OR
- Three years of comparable experience, including financial administration experience, or a comparable level of education, training and experience.

3. Preferred Skills

- Preference will be given to a qualified Aboriginal candidate;



- Possess a solid grasp of written and interpersonal communication skills;
- Has work experience in a structured office setting;
- Good familiarity with Sage Financial Management software and a keen eye for detail in financial management are advantages;
- Proficiency in computer applications, such as Word and Excel;
- Capacity to collaborate with individuals in a group setting;
- Outstanding interpersonal and communication abilities exhibited by the capacity to organize, connect, lead, investigate, bargain, evaluate, and address problems;
- The individual exhibits a strong sense of personal integrity and adheres to ethical practices;
- They also possess stress management and time management abilities;
- The ability to work independently and accurately, a positive and professional attitude, and a strong will to succeed.

Additional Notes

We are committed to employment equity and encourage applications from women, Aboriginal people, persons with disabilities and visible minorities.

Our Conflict-of-Interest Policy prohibits employers from hiring, supervising, or reporting to, directly or indirectly via the reporting hierarchy, their immediate family, or close personal relations. Should you feel that you may be in an actual or potential Conflict of Interest in regard to this job opportunity, you must communicate with the Hiring Manager.

Please note this role can be a growth position and the successful candidate will have the opportunity to train/learn about future career opportunities.

If you are contacted by us regarding a job opportunity, please advise if you require accommodation.

We thank all applicants who apply, only candidates selected for an interview will be contacted.