



huuayaht

ANCIENT SPIRIT, MODERN MIND

Job Posting

Position: Finance Clerk

Position Classification: Full-time Permanent

Location: Port Alberni Government Office

Authority Relationship: Reports to the Finance Manager

Salary Range: \$50,000 - \$52,000 per year, plus benefits

POSITION SUMMARY:

Under the direction of the Finance Manager, the Finance Clerk will support HFN's accounting functions. This role collaborates with the entire team to ensure the finance department operates smoothly. The ideal candidate is a team player with a keen interest in financial matters specific to First Nation governments. Strong communication and organizational skills are essential, as this role also helps maintain overall team efficiency.

KEY ACCOUNTABILITIES:

- Works collaboratively with finance team to ensure financial data is entered into the finance system in a timely and accurate way.
- Coordinates with departments and external agencies for collection of financial data.

JOB ROLES & DUTIES:

- Data entry for Accounts Payable, Accounts Receivable and Payroll.
- Track purchase orders, match to invoices and follow up on discrepancies.
- Verification of authorizations and alignment with purchasing policies.
- Assist with month-end, quarter-end and year-end closing duties.
- Assist with external audits.
- Reconcile corporate credit cards, follow up on missing information.
- Assist with reconciling monthly bank statements.
- Maintain paper and electronic financial records and filing systems in an organized manner.

CONTINUOUS IMPROVEMENT

- Participate in workshops and training seminars
- Identify gaps in processes and bring forward ideas for solutions.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Some experience in accounting support, including A/R, A/P, bank reconciliations and payroll.
- Completion of a suitable accounting program.
- Some experience working with First Nations/Indigenous communities, understanding their unique financial challenges and governance structures.

- Strong written and verbal communication skills.
- High level of attention to detail, with the ability to handle confidential information with discretion and accuracy.
- Strong computer skills including extensive experience with MS Office, especially excel.
- Eager to contribute positively to a collaborative and high-performance work environment.
- Demonstrated ability and experience in upholding HFN Organizational Values: Professionalism, Respect, Health, Effective Communication, Trust, Support.

OPERATIONAL REQUIREMENTS:

- Valid class 5 driver's license.
- Successful background check, including employment verification, reference checks, credit inquiries and education/credential verification.
- Maintaining confidentiality and neutrality at all times.

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 by fax 250-728-1222. Please quote Finance Clerk Job Posting. Closing date for this position is May 7, 2025 at 4:00 pm.