



Tseshaht Forestry Corporation

Employment Opportunity

BOOKKEEPER

The Tseshaht Forestry Corporation is seeking a reliable, detail-oriented, and experienced **in-house Bookkeeper** to support our financial operations, including **payroll administration** and day-to-day accounting functions. This is a **part-time** position (25-30 hours per week) with flexible hours and an opportunity to work closely with a dynamic team dedicated to sustainable forestry practices and Nation-building.

KEY RESPONSIBILITIES

- Manage and process bi-weekly payroll in accordance with federal and provincial regulations
- Maintain accurate financial records using Xyntax accounting software
- Reconcile bank accounts, process invoices, and handle accounts payable/receivable
- Prepare monthly financial reports for management
- Ensure compliance with CRA remittances, GST/PST filings, and T4/T4A year-end summaries
- Assist with budgeting, audit preparation, and year-end procedures.

QUALIFICATIONS

- Minimum 2 years of bookkeeping experience (forestry industry experience is an asset)
- Strong knowledge of payroll, accounting principles, and software
- Proficiency in Microsoft Excel and other office tools
- High attention to detail and confidentiality
- Excellent time management and organizational skills

PREFERRED ASSETS

- Knowledge or experience working with Tseshaht First Nation (preferred, but not mandatory)
- Familiarity with Indigenous business practices and governance structures
- Respectful communication and cultural awareness

WHAT WE OFFER

- Competitive hourly wage
- Flexible work schedule
- Opportunities to contribute to meaningful, community-focused economic development
- Collaborative and culturally grounded work environment

HOW TO APPLY

Submit a cover letter, resume and three (3) current references to:

Tseshaht First Nation, Attn: Executive Director
by mail: 5091 Tsuma-as Drive, Port Alberni BC, V9Y 8X9; or
by email: apply@tseshaht.com

Tseshaht First Nation is an equal opportunity employer and strongly encourages its members, as well as other First Nation individuals who meet the qualifications, to apply. Whenever possible, employment opportunities and contracted services will be offered to qualified and eligible Tseshaht members.

Hiring organization

Tseshaht Forestry Corporation

Employment Type

Part-time

Job Location

5091 Tsuma-as Dr.,
Port Alberni, BC, V9Y 8X9

Working Hours

25-30 hours/week

Wage Range

\$28.00 – 45.00/hour

Date Posted

April 28, 2025

Closing Date

May 20, 2025