



TLA-O-QUI-AHT
FIRST NATION
Economic Development
Corporation

Job Title:	Finance and Bookkeeping Admin	Date Posted:	January 31, 2024
Department/Group:	Administration	Posting Expires:	February 15, 2024
Location:	Tofino, BC	Travel Required:	Minor
Level/Salary Range:	From \$62,000 Depending on experience	Position Type:	Permanent Full-time
Supervisor:	Finance and Admin Manager		
Applications Accepted By:			
EMAIL: jobs@tla-o-qui-aht.org Subject Line: Finance Admin – February 2024		Tla-o-qui-aht First Nation Economic Development Corp 1119-B Pacific Rim Hwy Tofino, BC, V0R2Z0	
Job Description			

The Finance & Bookkeeping Admin 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

Finance

- Undertake Day-to-day bookkeeping for select EDC Companies. Manage monthly and annual financial statements and ensure compliance with generally accepted accounting principles.
- 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

- A bachelor's or college degree in business administration, or a related field, is preferred;
- Three years of comparable experience, including financial administration experience, or a comparable level of education, training, and experience;



3. Preferred Skills

- 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.

4. Additional Notes

We are an equal opportunity employer.

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