



Tla-o-qui-aht First Nation

1119 Pacific Rim Highway Tofino, BC V0R 2Z0

P: 250.725.3350 F: 250.725.3352

Accounts Receivable Clerk

Job Title:	Accounts Receivable Clerk	Job Category:	Full time, 1 year term
Department/Group:	Finance	Department #:	100
Location:	Tofino, BC	Rate of pay:	\$22 - \$27/hr
Reports To:	Finance Manager	Position Type:	Hourly

Position Summary:

Tla-o-qui-aht First Nations Administration seeks an initiative-taking individual with a strong eye for detail to fill the full-time position of Accounts Receivable Clerk. Based out of the Tla-o-qui-aht Office in Tofino, applicants will be reporting to the Manager of Finance on all aspects of accounts receivable, payroll.

Duties and Responsibilities:

Accounts Receivable

- Track and process all credit balances, refunds, adjustments, received payments, and reimbursements to appropriate accounts in a timely and accurate manner.
- Post, file and track all received payments as per the Nation's accounting practices, including assisting in the maintenance of the general ledgers.
- Prepare and provide requested reports on responsibilities, including updated general ledger details and the housing report.
- Administer the process for travel claim reimbursements, including the submission and tracking of the reimbursements.
- Oversee the tenant's statements of accounts, including preparing invoices, collecting payments, issuing receipts, and updating the account information.
- Investigate and resolve collection problems.

The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

Qualifications:

Education, training, and certificates

- High School Diploma
- Post secondary diploma in business of administration, finance, or accounting.

Work experience

- 1–4-year experience in an administration setting, working with finances and payroll
- Data entry experience

Knowledge, skills, abilities, and attributes

- Knowledge:
 - Accounting software, MS Office, accounting principles, government funding agreements, payroll, and benefits software
- Skills and abilities:
 - Organizational skills, time management, written and verbal communication, people skills, accurately perform mathematical computations, work in a fast pace and stressful environment.
- Attributes:
 - Confidentiality, diligence, establish priorities, met deadlines, customer oriented, integrity, trust.

Additional assets

- Preference for a qualified Aboriginal candidate
- Experience with Adagio software
- Preference for a financial or accounting certification or education
- Preference for Canadian Payroll Association education and/or certificate

Working Environment:

Work Conditions

- Works in an office setting, primarily in a stationary position for most of the day.
- Uses computer and telephone throughout day.

Physical requirements

- Must be able to remain stationary for prolonged periods of time.

Travel requirements

- May be require traveling by car.

Applications will be accepted until position is filled

Submit your resume and cover letter demonstrating how you meet these qualifications to:

Email: jobs@tla-o-qui-aht.org

or drop at the office in a sealed envelope at #1119-A Pacific Rim Highway, Tofino.