

Job Posting – Payroll / Accounts Payable Clerk

About Huu-ay-aht Group of Businesses (HGB)

HGB is the economic development arm of the Huu-ay-aht First Nation, managing a diverse portfolio of enterprises including forestry, fisheries, tourism, hospitality, gravel operations, and community infrastructure projects. Guided by our Sacred Principles, we prioritize sustainable growth, environmental stewardship, and shared prosperity for Huu-ay-aht citizens and the broader region.

Position Overview

HGB is seeking a detail-oriented and motivated Payroll / Accounts Payable Clerk to join our Finance Team. The ideal candidate will demonstrate adaptability and a team-focused approach, stepping beyond traditional payroll and accounts payable duties when needed to support colleagues and contribute to HGB's overall mission. This role thrives on flexibility and proactive problem-solving rather than a strict adherence to narrowly defined job boundaries.

The Payroll/Accounts Payable Clerk is responsible for processing bi-weekly payroll, accounts payable administration, and general accounting functions across multiple business units. This role plays a key part in ensuring financial integrity, smooth operations, and excellent internal service to staff and managers.

Payrate: \$28.00-\$34.00/hour dependent on qualifications and experience.

Key Responsibilities

- Process accurate bi-weekly payroll.
- Review, verify, and process accounts payable invoices and payments.
- Maintain accurate financial and payroll records.
- Prepare and reconcile bank deposits and monthly bank statements.
- Support monthly reconciliations, AP accruals, and financial reporting.
- Assist with audits, year-end processes, and government remittances.
- Provide administrative and financial support to the Finance Department.
- Maintain confidentiality of sensitive information at all times.

Qualifications Required

- Certificate or diploma in Accounting, Business Administration, or related field.
- Minimum 2–3 years of experience in payroll and/or accounts payable.
- Experience with accounting software (Sage 50)
 - Proficiency in Microsoft Excel and MS Office applications.
- High accuracy, attention to detail, and strong organizational skills.
- Effective communication skills and ability to maintain confidentiality.
- Ability to work independently and collaboratively in a fast-paced environment.
- Willingness to learn about Huu-ay-aht First Nations values, culture, and operations.

Preferred

- Payroll Compliance Practitioner (PCP) designation or progress toward it.
- Experience in multi-entity or multi-department organizations.
- Experience with electronic AP workflows and vendor management systems.

Application Details:

Interested applicants should submit a resume and cover letter highlighting the skills and experience you would bring to this position and the reason for your interest to hradvisor@huuayaht.com

Closing Date: Resumes received by 4:00 pm on Thursday, December 20, 2025 will be considered.

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted.