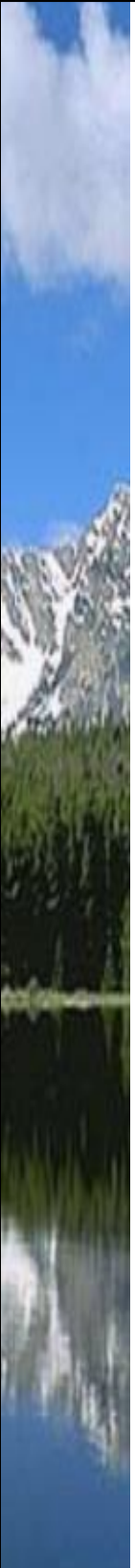




ACCOUNTING CLERK



Nuu-chah-nulth Tribal Council (NTC) Usma Family & Child Services (Usma F&CS) is looking for an experienced, detail-oriented, Accounting Clerk to perform a variety of Accounts Payable duties specific to the Usma F&CS operations. Based out of the Usma F&CS office in Port Alberni, this permanent, full-time, position reports to the Usma Office Coordinator.

Key Responsibilities

- Performs routine accounts payable related functions, including receiving, coding, and payment requisition preparation following established NTC Finance Department's processes and procedures.
- Respond to vendor inquiries, maintains good vendor relations, and solves problems.
- Collaborate with the Finance Team to maintain general A/P performance levels.
- Preparation of reports as required.
- Perform other related accounting duties as required.

Required Skills/Preferred Qualifications

- Business Administration Diploma with accounting focus or Grade 12/GED with bookkeeping training with 2-years of recent experience in processing accounts payable transactions; preparing remittances and interacting effectively with internal/external clients.
- Able to act with tact and diplomacy and maintain effective working relationships.
- Ability to multi-task, prioritize and meet deadlines.
- Ability to process high volumes of information with speed and accuracy.
- Clear oral and written communication skills.
- Proficient in the full MS Office program suite including Access, Word, and Excel.
- Proficient in the use of Adobe Pro.
- Experience with Adagio is considered an asset.
- Possess a valid BC Driver's License and reliable vehicle for business travel.
- Able to present a timely, acceptable criminal record check and references.
- Be willing to adhere to the NTC Communicable Disease Prevention Plan.

Competitive benefits and salary based on qualifications and experience. Annual salary range \$44,000 – \$52,000 (under review).



Apply by **1pm, May 28, 2024**, by sending your cover letter, resume and references (available for contact) to:

Nuu-chah-nulth Tribal Council
P.O. Box 1383, Port Alberni, B.C. V9Y 7M2
Email: apply@nuuchahnulth.org

*We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.
Candidates must be legally entitled to work in Canada to be considered for this position.*

Nuu-chah-nulth Tribal Council