



EXECUTIVE ASSISTANT. BOOKKEEPER

Mission

To enhance processes and procedure and provide administrative support and general bookkeeping to the Territorial Stewardship department.

Who Are You?

You have an in depth understanding of full accounting principles and cycle from receipt of invoices to coding, payment, reconciling to recording.

You are an exceptional communicator. You know how to ask the right questions to get the answers you need, and your technical writing skills are superb.

You are a master organizer by helping your team keep projects, calendars, and meeting actions up to date and in progress.

What Will You Do?

You will support Territorial Stewardship and the Band Operations staff and consultants with respect to administration duties and support the development of annual workplans for advancing strategic objectives.

Key Responsibilities

- Process employee travel advance forms, expense reports, including verification of receipts and coding and upload to EASE portal.
- Identify accounting issues and work with Finance Department to resolve.
- Process financial invoices and upload to the EASE portal.
- Prepare letters, memos, briefing notes and other correspondence.
- Manage electronic and physical filing systems.
- Coordinate IT support as required.
- Maintain organizational calendars, electronic in/out board.
- Review and prepare invoices, time sheets, travel claims and travel bookings, honoraria requests, budgets, and financial reports.
- Organize logistics for field projects, including but not limited to purchase of field equipment, organizing training, mobilization/ demobilization, etc.
- Oversee building maintenance activities and building security.
- Attend internal meetings, including training sessions and provide briefing on these to the Manager, Territorial Operations.
- Attend general staff, department, and band meetings.
- Perform other related duties as requested by the Manager, Territorial Operations, and the Director of Operations.



Qualifications and Terms

- Education in general business with studies in finance is ideal.
- Fives years of related experience in an administrative/finance role.
- Demonstrated knowledge of office and accounting procedures.
- Working knowledge of Secwepemc Nation governmental organizational structures and functions.
- Working knowledge of Shuswap Indian Band community, culture, and Secwepemc values.
- Able to provide a cleared RCMP Criminal Record Check.
- Maintain a valid BC driver's license and access to a personal vehicle.
- Must be able to work onsite, in Invermere, BC.
- This is a full time, year position. We work 9am - 4pm, Monday to Friday.

Personal Attributes

- Strong understanding of full accounting principles and cycle from receipt of invoices to payment; including verification of coding, matching purchase orders, obtaining approval, and entering the invoices into the purchasing & accounting systems.
- Excellent communication skills (including technical writing).
- Understand general practice of maintaining confidentiality.
- Collaborate effectively with community members, band staff and technical personnel from government agencies and the corporate sector.
- Proficiency in MS Office software, accounting software, social media.

Additional Information

SIB, Kenpesq't Holdings Limited and related companies are committed to the fundamental principles of equal employment opportunity. We are committed to treating people fairly, with respect and dignity, and to offer equal employment opportunities based upon an individual's qualifications and performance — free from discrimination or harassment because of race, colour, ancestry, place of origin, political belief, religion, sex, sexual orientation, age, marital status, family status, physical or mental disability, or a criminal or summary conviction offence unrelated to a person's employment or intended employment.

SIB and Kenpesq't Holdings Limited strive to incorporate Secwepemc customs, traditions, and values with the organization and in its relationship with its employees.

Where the organization deems it appropriate or an occupational requirement to employ or promote an Indigenous person or Shuswap Indian Band member, the employment preference shall be administered in a fair and reasonable manner and is consistent with the Canadian Human Rights Commission Policy on "Aboriginal Employment Preference."

How to Apply

We value diversity and welcome all qualified candidates to apply. If interested, please apply to nmorgan@shuswapband.ca by Feb 15, 2022. Only qualified candidates will be contacted.