



Shuswap Nation Tribal Council

FINANCE ASSISTANT

Internal/External Posting

The Shuswap Nation Tribal Council, also known as the SNTC, was formed in 1980 as an effort of the Secwepemc chiefs to advance the issues of aboriginal rights. We are looking for a dynamic individual to fill the position of Finance Assistant 2 to carry out administrative and accounting tasks in a friendly, courteous and helpful manner.

The Position:

The Finance Assistant will provide support to the Finance Director in the day to day functions of accounts payable and accounts receivable in the Finance Department. The position is part-time, initially 3 days per week and subject to annual funding.

Relevant Knowledge and Abilities

- Good written and oral communication skills
- Ability to work independently and also as a member of team
- High level of accuracy and attention to detail
- Superior organizational skills
- Knowledge of administrative and accounting functions
- Proficient in learning and following policies and procedures

Requirements and Qualifications:

- Six month Business Administration Certificate or equivalent knowledge and education
- Minimum one year of experience in an administrative or finance role
- Demonstrated accurate data entry experience
- Accounts payable sub ledger an asset
- Proficient in the use of MS Word, Excel and Outlook

In accordance with the SNTC Human Resource Policy, the first priority will be to hire qualified persons of Secwepemc ancestry. Pursuant to the Aboriginal Employment Preferences Policy within the Canadian Human Rights Act, preference may be given to applicants of Aboriginal ancestry.

If you are interested in a career like this with a great organization, please submit your resume, cover letter, and references (saved as one Word document) referencing 'Finance Assistant' in the email subject line, by email to financedirector@shuswapnation.org by August 30th, 2018. The Shuswap Tribal Nation Council thanks all applicants for their interest, however only those selected for an interview will be contacted.