



## Secwepemc Health Caucus Finance Assistant Internal / External Posting



The Secwepemc Health Caucus (SHC) is looking for a part time Finance Assistant to join our team. The Finance Assistant is responsible for assisting the Secwepemc Health Caucus in organizing, coordinating and the reporting of finance operations and procedures of the SHC to ensure organizational effectiveness and efficiency.

### The Position:

The Finance Assistant will provide financial support to the SHC Managers when requested, in areas of financial procedures of the Secwepemc Health Caucus.

### Relevant Knowledge and Abilities

- Assist with program budgets development and tracking;
- Compile and track signed funding agreements;
- Draft service contracts;
- Draft purchase orders and cheque requisitions;
- Monitor program expenditures compared to budgets;
- General funding proposal writing where opportunities may arise;
- Submit financial reports analysis to the Nation Health Manager;
- Perform other duties as assigned.

### Requirements and Qualifications:

- Grade 12 graduate;
- Post-secondary diploma, certificate and or courses in accounting/bookkeeping;
- Prefer minimum of three to four years accounting experience with a First Nations organization;
- Strong computer skills essential (MS Excel, Word, Power Point, Outlook);
- Excellent written and oral communication abilities;
- Ability to work within a team setting or independently;
- Good understanding of processes, policies and procedures required to support the organization.

In accordance with the SNTC Human Resource Policy, the first priority will be to hire qualified persons of Secwepemc ancestry. Pursuant to section 41 of the BC Human Rights Code, 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 **SHCFA** in the email subject line, by email to [shcadmin@secwepemhealth.ca](mailto:shcadmin@secwepemhealth.ca) by March 15, 2021. The Secwepemc Health Caucus thanks all applicants for their interest, however only those selected for an interview will be contacted.