



Shuswap Nation Tribal Council

FINANCE OFFICER

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 Officer to carry out accounting and administrative tasks in a friendly, courteous and helpful manner.

The Position:

The Finance Officer will provide support to the Finance Director in the functions of Payroll and Human Resources, as well as provide cross-coverage to the Finance Assistant and Director. The position offers comprehensive benefits and vacation, and is permanent full-time, 35 hours per week.

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 Federal and provincial payroll and labour laws
- Proficient in understanding finance policies and procedures
- Valid class 5 drivers' licence

Requirements and Qualifications:

- Diploma in Finance, Accounting, Business Administration, or equivalent knowledge and experience
- Minimum five years of experience in a payroll related role, T4A experience is preferred
- Worksafe, Benefit and Pension Management
- Experience with processing accounts payable
- General ledger experience an asset
- Proficient in Office 365, Adagio and Easypay

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 referencing 'Finance Officer' in the email subject line, by email to financedirector@shuswapnation.org by March 15, 2023

The Shuswap Tribal Nation Council thanks all applicants for their interest, however only those selected for an interview will be contacted.