



## **Job Posting – Nov 14 , 2023**

### **Finance Assistant**

Position Status: Full-time

Location: Blueberry River First Nations in northeast British Columbia

Reports to: Finance Manager

Closing: November 22<sup>nd</sup>, 2023

### **About Blueberry River First Nations:**

BRFN is a First Nations that has successfully litigated in the protection of Treaty 8 Rights and successfully executed an Implementation Agreement with the Province of British Columbia.

Our core values are based on strong culture, traditions, and self-determination. We aim to support lifelong learning for our people we serve through knowledge transfer, teaching, and presenting opportunities for contribution and participation.

### **Summary of the Position**

The Finance Assistant will be responsible for supporting the control systems necessary to ensure the effective administration of BRFN finances and assets.

### **Responsibilities and Duties**

- Provide data entry and verification of accounts payable, accounts receivable, purchase order tracking, reporting and month end closing activities.
- Ensure all documents are properly signed.
- Enter data and maintain financial files and records.
- Maintain the purchase order system and ensure that data is entered into the system correctly.
- Enter accounts payable information and accruals into the system.
- Ability to reconcile to ensure figures are correct and in agreement.
- Issue cheques for all accounts due.
- Ensure transactions are properly recorded and entered into the computerized accounting system.
- Maintain confidentiality on all the matters relating to the affairs of the Blueberry River First Nations.
- Knowledge of BRFN Administration and Human Resources Policy.
- Other related duties as required.
- Additional duties as assigned;



## Qualifications and Skills

- Knowledge of First Nations culture and traditions, and of systemic issues faced by First Nations people, and of the political and administrative structures of First Nations;
- High school diploma or equivalent.
- Diploma in Finance, Business, Accounting or Commerce is preferred.
- Familiarity and understanding of finance/accounting operations.
- 1+ years of experience in bookkeeping and accounting support.
- A valid Class 5 driver's license.
- High level of competency using computer software including Microsoft Office or equivalent.
- Excellent interpersonal, verbal, and written communication skills.
- Experience working with confidential information and the ability to be professional in stressful circumstances.
- Preferred knowledge in Adagio Accounting Software or similar.
- Solution oriented thinker who is capable of working independently and as part of a team.



- A valid BC Driver's License, Driver's abstract and a reliable vehicle required.
- Clean criminal record check is required.

If you are interested in this specific position, please submit your resume/letter of intent to [hr@blueberryfn.ca](mailto:hr@blueberryfn.ca) by 4 p.m. November 22<sup>nd</sup> , 2023.

We want to thank all that apply. Only those selected for an interview will be contacted.