



ORGANIZATION: Splatsin
LOCATION: Enderby, BC
JOB: Accounting Clerk
POSITION TYPE: Full-Time, On-site
WORKING HOURS: 35/week
WAGE RANGE: \$28-\$29/hour

THE OPPORTUNITY

Reporting to the Director of Finance, the Accounting Clerk will facilitate financial operations for Splatsin. This role is essential in ensuring timely and accurate data entry, processing, and monitoring of Accounts Receivable (AR) and Accounts Payable (AP). The Accounting Clerk will support Splatsin's financial stability through precise financial record-keeping and adherence to financial policies.

DUTIES AND RESPONSIBILITIES

Accounts Payable

- Receive and verify invoices and cheque requisitions for goods and services.
- Enter, store, and update invoices, purchase orders, and other payables data.
- Process entries and prepare and run cheques to ensure timely and accurate payment of invoices and expenses.
- Obtain appropriate signatures for payments.
- Verify that payment transactions comply with financial policies and procedures.
- Reconcile payable accounts.
- Identify and reconcile errors and discrepancies in invoices and expenses, posting corrections to the accounting system.
- Identify budget deficiencies and report them to the Finance Director.
- Maintain all accounts payable reports, spreadsheets, and files.

Accounts Receivable

- Receive and verify incoming payments and ensure secure storage prior to deposit.
- Prepare invoices and enter, store, and update receivables data, ensuring correct coding and account application.
- Collect payments and prepare bank deposits.
- Monitor accounts receivable and follow up on overdue accounts.
- Reconcile the accounts receivable ledger.
- Identify and reconcile errors and discrepancies in receivables, posting corrections to the accounting system.
- Handle inquiries related to receivables.
- Maintain all accounts receivable reports, spreadsheets, and files.



General Duties

- Prepare necessary documents for annual audits.
- Perform general clerical duties such as faxing, mailing, and filing.
- Maintain confidentiality regarding financial transactions.
- Maintain positive working relationships with suppliers.
- Assist team members as needed.

QUALIFICATIONS

- Diploma in Accounting or a related field, with at least 2 years of experience in general accounting, including A/R and A/P functions.
- Deep accounting knowledge and administrative skills.
- Proven ability to organize, prioritize, multitask, and manage time efficiently, with exceptional attention to detail and accuracy.
- Effective oral and written communication skills, with proficiency in MS Office (especially Excel).
- Strong data entry and keyboarding skills, and familiarity with office equipment.
- Ability to manage stress and pressure, demonstrating discretion and respect for confidentiality.
- Proficiency in computer software, with knowledge of Xyntax as an asset.
- Excellent teamwork and collaboration skills.
- Experience working with First Nations peoples and knowledge of the Splatsin community are valued.

TOTAL REWARDS

- Hourly Wage: \$28-\$29/hour, based on skill set and experience.
- Company pension
- Dental care
- Employee assistance program
- Extended health care
- Life insurance
- On-site parking
- Paid time off
- Vision care

As per Section 41 of the BC Human Rights Code, preference may be given to qualified applicants from the Splatsin Community and those of Aboriginal Ancestry.

To Apply: please forward your resume and cover letter to executive_secretary@splatsin.ca