



Position: Accounting Assistant
Department: Finance
Type: Part-time (21 hours per week)
Wage: \$25-\$32 per hour

The Splitsin are the most southern tribe of the Secwepemc Nation, the largest Interior Salish speaking First Nation in Canada, whose aboriginal territory stretches from the BC/Alberta border near the Yellowhead Pass to the plateau west of the Fraser River, southeast to the Arrow Lakes and to the upper reaches of the Columbia River.

THE OPPORTUNITY

As an accounting assistant, you will work as a part of a financial team, under the guidance of the Financial Director. You will assist in preparing financial reports and processes in support of a First Nations band and community.

DUTIES AND RESPONSIBILITIES

- Preparing reports for month-end, quarterly-end, and year-end.
- Organizing bookkeeping processes.
- Reconciling financial books.
- Scheduling and supporting Finance Director's meetings.

EDUCATION AND TRAINING

- Diploma in Accounting or a related field, with at least two (2) years of experience in general accounting.
- Deep accounting knowledge and administrative skills.
- Proven ability to organize, prioritize, multitask, and manage time efficiently, with exceptional attention to detail.
- Effective oral and written communication skills.
- Proficiency in MS Office (especially Excel) and Xyntax would be an asset.
- Strong data entry and keyboarding skills.
- Demonstrate discretion and respect for confidentiality.
- Excellent teamwork and collaboration skills.
- Experience working with First Nations peoples and knowledge of the Splitsin community are valued.

HOW TO APPLY

You can apply to the position at Indeed.ca. If you have problems finding the position, type “Splatsin” into your search on the site. Alternatively, you can send your application and resume to humanresources@splatsin.ca. Whichever option you choose, please note on your application that you are a Splatsin band or community member.