



SHUSWAP NATION TRIBAL COUNCIL

Finance Officer Job Posting

ORGANIZATIONAL PROFILE

The Shuswap Nation Tribal Council (SNTC) was established in 1980 as a collective effort of Secwepemc Chiefs to advocate for Aboriginal rights and advance Nation-building initiatives. Today, SNTC continues to work towards the recognition, protection, and promotion of Secwepemc identity, language, culture, governance, and self-determination.

THE OPPORTUNITY

The Finance Officer plays a key role in ensuring the accurate and efficient processing of payroll, accounts payable, contracts, and honoraria. This position is also responsible for administering employee benefits, preparing general ledger entries and adjustments, and supporting various accounting functions as directed by the Director of Finance. ***This is a contract position until the end of June 2025, with the potential for extension.***

KEY RESPONSIBILITIES

PAYROLL MANAGEMENT

- Reviews timesheets and other payroll documents for completeness and accuracy.
- Processes payroll biweekly ensuring compliance with SNTC human resource policy and current federal payroll legislation.
- Prepare and process remittances for benefits and Receiver General. Reconciliation of GL accounts and vendor statements.
- Reviews computer generated payroll reports, balances and verifies outputs, and resolves discrepancies.
- Maintains Easypay electronic payroll system, ensuring accuracy of all data and records.
- Imports and posts payroll to the general ledger.
- Records and maintains employee leave balances (vacation, sick, OT), reconciling differences.
- Year-end payroll processing including prior year close and back up, and reconciliation of Receiver General, benefits and WCB accounts.
- Prepares T4's and T4 Summaries ensuring compliance with submission deadlines.
- Prepares and submits Records of Employment for terminated employees and answers queries.
- On and off boarding of all staff. Enrollment and benefit management, assist with claim submission.
- Maintains detailed and complete payroll files for each employee, in compliance with statutory requirements.
- Prepare, review, and revise as required employee hire agreements and terminations.

ACCOUNTS PAYABLE

- Weekly processing of all accounts payable and contract payments, including review and reconciliation of vendor statements and PO records.
- Process and maintain records for all T4A payments. Year-end preparation, filing and reporting to CRA as per submission deadlines.
- Process and maintain records for all contract payments including WCB validation

ADDITIONAL DUTIES

- Assists with year-end audit preparation.
- Assists Finance Director with special projects as requested.
- Process Bank Deposits and Petty Cash.

QUALIFICATIONS & EXPERIENCE

EDUCATION & TRAINING

- High school diploma required.
- Post-secondary coursework in accounting and/or payroll.

SKILLS & EXPERIENCE

- 4 -5 years of progressive accounting experience.
- Experience working with a First Nations organization strongly desired.
- Proficiency in accounting software, with experience using Adagio preferred.
- Two years of payroll experience, with experience using Easypay payroll software strongly desired.
- Strong computer skills, including advanced proficiency in Microsoft Office and financial systems.
- Excellent analytical and problem-solving abilities.
- Strong interpersonal skills and ability to work collaboratively within a team.
- High level of integrity, professionalism, and attention to detail.
- Solid understanding of basic accounting principles and financial controls.

TOTAL REWARDS

- Hourly wage: \$27.50 - \$49.45, based on skill set and experience.

HOW TO APPLY

Please submit your resume, cover letter, and three references (as one document) careers@hbccanada.com

Please Note: the successful candidate will be required to complete a criminal record check, as part of the pre-employment check process.

In accordance with BC Human Rights Code Section 41, preference may be given to applicants of Secwepemc ancestry. We thank all applicants for their interest; however, only those selected for an interview will be contacted.