



huu ayaht

ANCIENT SPIRIT, MODERN MIND

Job Posting **Temporary Position**

Position: Finance Clerk, Accounts Payable/Receivable

Temporary Position: May 13, 2019 – August 9, 2019

Location: Port Alberni Government Office with occasional travel to Anacla Government Office

Authority Relationship: Reports directly to the Finance Manager.

Salary Range: Based on Education and Experience

Position Summary: The Finance Clerk will provide support to the Finance Manager in the day to day functions of the finance department.

Key Accountabilities:

- Providing data entry and verification of accounts receivable / accounts payable, payroll, purchase order tracking and verification, reporting and month end closing activities.
- Maintaining confidentiality and neutrality at all times.
- Promoting a performance-focused environment in alignment with the HFN's values, culture and business goals.

Job Duties:

- Accounts payable and receivable data entry, verification of authorizations, clear understanding of purchasing policy, strong knowledge of GST and PST
- Assists with month end closing activities.
- Purchase order tracking and verification
- Coordinates corporate credit card expense reconciliation
- Ensures transactions are properly recorded and entered into the computerized accounting system.
- Maintains both physical and electronic financial files and records.

Operational Requirements:

- Valid class 5 driver's license.
- Some travel, including overnight and or weekends.
- Willingness and ability to work overtime, including evenings and weekends.
- Successful background check, including employment verification, reference checks, credit inquiries and education/credential verification.

Education and Experience Requirements:

- Demonstrated ability and experience in upholding the HFN Organizational Values: Professionalism, Respect, Health, Effective Communication, Trust, Support.
- 2+ years of experience in bookkeeping and accounting support, including AR, AP and GL reconciliation and payroll.
- Completion of a suitable accounting program such as Accounting Technician, CPA or Business Certification
- Strong attention to detail.
- Strong computer skills, including extensive MS Office and Sage experience

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted. Please email your covering letter & resume to HR@huuayaht.org or by fax 250-728-1222 or mail att: Human Resources Manager, 4644 Adelaide Street, Port Alberni, B.C., V9Y 6N4. Please quote Finance Clerk Job Posting. Closing date for this position is on May 10, 2019 at 4:00pm.



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Vision - *Huu-ay-aht envisions a strong, self-governing and self-reliant Nation. ?lisaak, hišuk ma cawak and ?uu?atuk guide us as we work together to foster a safe, healthy and sustainable Nation; where our culture, language, spirituality and economy flourish.*

Mission - *Pursuing self-reliance through economic opportunities, empowering and supporting citizens, stewardship of Hahuuli, and revitalizing language and culture for all Huu-ay-aht.*

HUU-AY-AHT FIRST NATIONS VALUES

PROFESSIONALISM

- Ethics – be prepared, on time and ready to work
- Ethics – be responsible for the success of your work and others
- Lead by example
- Respect - for confidentiality, yourself and co-workers
- Work / Life Balance
- Work Smarter - Share your expertise and your successes
- Take pride in your work

RESPECT

- Golden Rule – Treat others how you want to be treated
- Listen actively and attentively to what people are saying and clarify
- Accept people for who they are and don't judge
- Basic Etiquette – remember the common courtesies; kindness & compassion
- lisaak
- Observe protocol and ceremony

HEALTH

- A healthy body, mind and soul through proper diet, sleep and exercise
- Avoid burning out with a proper work / life balance
- Be positive - always remember to smile and laugh
- Care about each other, ask questions and follow up
- Be appreciative of one another and the work we do

EFFECTIVE COMMUNICATION

- Think twice, speak once
- Make sure your body language is sending the correct message
- Provide responses in a timely manner; acknowledge request and provide timeline
- Listen attentively and clarify

TRUST

- Walk the talk - be honest, no gossiping
- Believe the good in everyone not the bad
- Voice your concerns, don't harbor them – clear the air
- Spend more time focusing on what you are supposed to be doing, and less time on what others are or aren't doing
- Be happy and enjoy your work life

SUPPORT

- Be available to help and ask for help when needed
- Advocate and help one another
- Provide constructive criticism, not just criticism
- Don't gossip; stop gossip when it occurs
- Clarify and seek feedback from each other
 - other