



## Job Posting

**Position:** Finance Assistant

**Department:** Finance

**Department Term:** Full Time, 40 hours per week

**Start date:** ASAP (or until position is filled)

**Wage:** Grade 4 (\$25.00-\$30.00)

**Reports to:** Finance Manager

**Role:** We are seeking a detail-oriented Finance Assistant to join our finance team. The ideal candidate will assist in various accounting tasks, ensuring accurate financial reporting and compliance with company policies. This position has the flexibility for hybrid work schedule.

### Key Responsibilities:

- **Financial Record Keeping:** Maintain accurate financial records, including general ledger entries and journal entries.
- **Accounts Payable/Receivable:** Assist with processing invoices, tracking payments, and reconciling accounts.
- **Monthly Reconciliation:** Support monthly and quarterly reconciliation of bank statements and financial accounts.
- **Assistance with Audits:** Help prepare documents for audits and assist in compliance checks.
- **Data Entry:** Enter financial data into accounting software with a high level of accuracy.
- **Reporting:** Prepare basic financial reports and assist in the preparation of budgets.
- **Collaboration:** Work closely with senior accountants and other team members to support accounting processes.
- **Ad hoc Tasks:** Perform other accounting-related tasks as assigned.

### Qualifications/Experience:

- Bachelor's degree in accounting, Finance, or related field or Accounting/Bookkeeping diploma (or equivalent experience).
- Internship or relevant experience in accounting is a plus.
- Proficiency in Microsoft Excel; experience with accounting software preferred.
- Strong organizational skills and attention to detail.
- Excellent verbal and written communication skills.
- Ability to work effectively in a team environment.

### Knowledge/skills/abilities

- Understanding of basic accounting concepts.
- Familiarity with financial statements and reporting processes.
- Basic knowledge of tax regulations and compliance requirements.
- Ability to analyze financial data and identify discrepancies.
- Willingness to learn and adapt to new software and accounting practices

Send cover letter and resume by via hand delivery, mail, or e-mail to:

**HR - Upper Nicola Band – General Delivery, Douglas Lake, BC V0E 1S0** [hr@uppernicola.com](mailto:hr@uppernicola.com)

**Upper Nicola Band thanks all applicants. Only those shortlisted for an interview will be contacted.**