



Job Posting

Position: On-Call Finance Assistant

Department: Finance Department

Term: On-Call/Casual

Start Date: As soon as possible

Wage: \$22–\$25/hour (depending on qualifications and experience)

Hours: Hours will vary based on operational needs. This is an on-call position with no guaranteed minimum hours.

Reports To: Accounting/Finance Supervisor

Role : The On-Call Finance Assistant provides administrative and financial support to the Finance Department on an as-needed basis. This position assists with day-to-day financial operations, maintains accurate records, and supports the Finance team during periods of increased workload, staff absences, or special projects. The ideal candidate is organized, detail-oriented, able to maintain confidentiality, and capable of working independently while supporting a collaborative team environment.

Key Responsibilities

- Assist with accounts payable and accounts receivable processes.
- Prepare, organize, and maintain financial records and filing systems.
- Enter financial data accurately into accounting software and spreadsheets.
- Assist with processing invoices, receipts, and expense claims.
- Reconcile financial records and assist with account balancing as assigned.
- Support payroll administration as required.
- Respond to inquiries from staff, vendors, and community members in a professional and courteous manner.
- Maintain confidentiality of financial and employee information.
- Provide administrative support to the Finance Department, including photocopying, scanning, filing, and document preparation.
- Assist with special projects and perform other related duties as assigned.

Qualifications & Experience

- Certificate or diploma in Accounting, Bookkeeping, Business Administration, or a related field is preferred.
- Previous experience in accounting, bookkeeping, finance, or office administration is an asset.
- Experience working with accounting software and Microsoft Office applications, particularly Excel.
- Experience working in a First Nations organization or community is considered an asset.

Required Knowledge, Skills & Abilities

- Strong attention to detail and accuracy.
- Excellent organizational and time management skills.
- Ability to maintain strict confidentiality.
- Strong verbal and written communication skills.
- Proficient computer skills, including Microsoft Office Suite.
- Ability to work independently with minimal supervision and as part of a team.
- Reliable, dependable, and flexible with availability to work on short notice.
- Knowledge of basic accounting principles and financial procedures.
- Valid BC Driver's Licence is an asset.

Send cover letter and resume by via hand delivery, mail, or e-mail to: hr@uppernicola.com

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