

# Bonaparte First Nation

2689A Sage Hill Rd., Hwy 97N, Box 669 Cache Creek, BC V0K 1H0  
Tel: (250) 457-9624 Fax: (250) 457-9550



## Employment Opportunity

**Position:** Accounting Technician

**Reports to:** Finance Manager

**Term:** Full-Time (35hrs per week) 16 months from start date

**Start Date:** As soon as suitable candidate is found

**Remuneration:** Salary will commensurate with qualifications and experience

### Job Summary and Responsibilities:

The Accounting Technician provides financial, administrative and clerical support to the Finance Department. Duties and responsibilities primarily focus on accounts payable, audit preparations, processing and/or reconciling accounting transactions and any other duties delegated by the Finance Manager. The successful candidate will work closely with all BFN departments to provide guidance on processes in an effective, efficient and courteous manner including assisting with, identifying and resolving problems, and communicating issues and concerns to the Finance Manager.

#### Accounts Payable Responsibilities

- Verify invoices to ensure coding accuracy and adequate backup documentation
- Process invoices and payments weekly and in accordance with deadlines
- Review and track all purchase orders, cheque requisitions and contracts
- Assist with monthly reconciliations
- Liaise with BFN departments and respond to supplier inquiries
- Other ad hoc administrative duties including filing

### Qualifications/Requirements:

#### Qualifications

- Must possess good interpersonal and communication skills - oral and written
- Ability to compile, analyze and present financial data
- Maintains positive, professional working relations with staff
- Demonstrated knowledge of accounting principles, regulatory standards and compliance requirements
- High degree of accuracy, attention to detail and confidentiality
- Excellent analytical, problem solving, data entry and decision-making skills
- Effective organizational and time management skills
- Self-motivated, results-driven with the ability to work in a fast-paced environment
- Experience working for a First Nation Community an asset
- Experience using Xyntax and/or another accounting software an asset

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## Minimum Requirements

- Experience in a previous accounting position is highly beneficial
- A business Diploma/Degree with a major in accounting is preferred. Relevant experience in a similar position combined with training/education would be considered
- Good computer skills, and strong EXCEL skills are required
- Valid Class 5 BC Drivers License and a reliable vehicle
- Must pass a criminal record check

The successful candidate will enjoy a competitive salary and join a strong team to help shape the service of a growing and innovative First Nation on the threshold of unprecedented growth and positive change.

## How to Apply

**Closing Date and Time: November 12<sup>th</sup>, 2021 no later than 4:00pm**

Please provide cover letter, references and resume via email to:

Kimberly Pierro, HR Coordinator at [Payroll@bonaparte.band](mailto:Payroll@bonaparte.band).

Supplementary information such as certifications, licenses, proof of driver's abstract etc... may be requested should you be selected for an interview.

*In accordance with Bonaparte First Nation Policy and pursuant to Section 42 of the BC Human Rights code, preference will be given to Indigenous Peoples. Indigenous Candidates who wish to qualify for preferential consideration are encouraged to self-identify in their application.*