



# Okanagan Nation Alliance

101 – 3535 Old Okanagan Hwy, Westbank BC, V4T 3L7  
Phone (250) 707-0095 Fax (250)707-0166 [www.syilx.org](http://www.syilx.org)

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## EMPLOYMENT OPPORTUNITY

### Accounting Assistant – Receivables

The Okanagan Nation Alliance (ONA) is the Tribal Council for the eight member communities of the Okanagan Nation which includes Osoyoos Indian Band, Upper Nicola Band, Upper and Lower Similkameen Indian Bands, Penticton Indian Band, Westbank First Nation, Okanagan Indian Band and the Confederated Tribes of the Colville Reservation. The ONA's mandate is to advance, assert, support and preserve Okanagan Nation title and rights. Further, the ONA is charged with providing members with a forum to discuss and form positions on areas of common concern.

The ONA wishes to employ an enthusiastic Accounting Assistant Receivables. The position reports to the Accountant and is required to work collegially with management and staff, including partners and committees.

#### Key Responsibilities.

- 1) Perform day to day accounting functions that will include:
  - Process all Accounts Receivable for the ONA and OAE (Okanagan Aquatic Enterprise) Fish sales on monthly basis
  - Process all payments received to customer accounts.
  - Monitor A/R Ageing and follow up on overdue accounts
  - Prepare and make bank deposits for ONA and OAE.
    - Post and reconcile Visa statements.
    - Generate statistical reports when requested.
    - Ensure all A/R hard copy filing is completed on a weekly basis.
    - Assist with filing of other accounting records as needed.
    - Cover Reception desk as needed.
    - Fulfill other accounting related duties as required.
- 2) Assist the Accountant with the preparation and completion of the annual audit.
- 3) Attend ONA and participate in ONA and department staff meetings as required.

#### Qualifications and Competencies

The position will require the following qualifications, values and competencies.

**Qualifications**

Must have at least three years of experience in accounting or bookkeeping.

**Knowledge, Skills and Abilities:**

- Must have experience using QuickBooks software.
- Demonstrated experience in an accounting or bookkeeping role.
- Must be able to take direction, work independently and in a team environment, work well under pressure, meet deadlines and with excellent ability to pay close attention to detail.
- Must be organized and have excellent communication skills.
- Experience working with Federal and other types of funding agreements is a definite asset.
- Direct experience working in accounting positions within a First Nations community or organization would be preferred.
- Excellent command of Microsoft Office suite with excellent written and oral communication skills.
- Must have a valid driver's license and reliable transportation.
- Aboriginal ancestry preferred.
- Willingness to work flexible work hours including evenings and weekend.
- Office and Administrative Assistant Diploma or Certification Accreditation or a minimum of 3 years' recent applicable work experience.

**Hours:** Full Time, 37.5 hours per week

**Application Procedures:** Please send a current resume and covering letter to:

**David Leroux, Human Resources Manager**

Okanagan Nation Alliance

#101 – 3535 Old Okanagan Hwy, Westbank BC, V4T 3L7

Email: [dleroux@syilx.org](mailto:dleroux@syilx.org) Fax: (250) 707-0166

**COMPETITION OPEN UNTIL FILLED.**

Thank you for your interest, **No Phone Calls Please** only those short-listed will be contacted