

EMPLOYMENT OPPORTUNITY

Finance Clerk

Posting Date: 8th October 2019

Reports to: Financial Controller

Company Overview

The K'uL Management Group was formed to foster the development of a sustainable economy for the Penticton Indian Band. K'uL Group is the “for profit” business investment and development division of the Penticton Indian Band and is the umbrella organization that holds the corporate business investments; it is responsible for the overall management of the band’s business portfolio.

Position Overview

K'uL Management Group is looking to hire a reliable Finance Clerk. The Finance Clerk is a full-time mid-level position reporting to the Financial Controller. Under the direction of the Financial Controller, the Finance Clerk will be responsible for a wide array of accounting and financial duties supporting the day to day accounting functions, accounts payable, accounts receivable, and general accounting ensuring effective, efficient and accurate financial and administrative operations. This position is also responsible for supporting project work as assigned towards effective and timely completions.

Key Responsibilities

Under the direction of the Financial Controller or their designate, this position will assist with a variety of functions in the Finance department.

Specific Duties

1. Administer accounts payable (AP) for all assigned entities
 - Perform accounts payable processes by processing, verifying and reconciling invoices
 - Responsible for the efficient operation of AP functions including prioritization and time management
 - Maintain and clear filing to archives and destroy old documents within established timeline
 - Ensure timely payments in accordance with authorization levels and contract obligations
2. Administer Accounts Receivable (AR) for all assigned entities
 - Perform accounts receivable duties as assigned
3. Support the Financial Controller and CFO in all aspects of routine financial administration
 - Assist with safeguarding information
 - Collect and input financial data
 - Provide confidential administrative support, reconciling master cards, note taking in various meetings, filing and other administrative support tasks as assigned, working with frequent interruptions.
 - Contribute to developing efficient processes to ensure the smooth running of finance functions.
 - Assist with calendar & fiscal year end activities as directed by the Financial Controller (or designate).

- Download data from computerized systems and perform analysis as required including research and validation to determine accuracy.
- Reconcile monthly bank statements; and process daily cash sheet entries and receipts.
- Assist and reconcile accurate timely balance sheet reconciliations with the help of the intermediate accountant.
- Assist external auditors, as necessary, during their visits.
- Carry out other duties and special non-routine assignments as assigned by the Financial Controller (or designate), requiring independent analysis, problem solving, creativity and innovation.

4. Maintain financial process documentation

- Compile and maintain up to date procedure manuals, describing daily, weekly, monthly and annual routines in sufficient detail to enable department coverage with minimal training.

Skills & Qualifications

- Grade 12 and a recognized 2-year diploma in accounting
- Two years of recent related experience in a computerized accounting environment, one of which must be in a computerized accounts payable environment
- Solid understanding of office procedures, bookkeeping and accounts payable principles
- Proficiency in “g suite” and hands-on experience with spreadsheets
- Excellent oral and written communication skills and the ability to interact well with others
- Maintain confidentiality and privacy of employee, and financial information
- Ability to follow direction and procedures and work independently with flexible work habits
- Good organizational, problem-solving and conflict resolution skills
- Ability to work under pressure, time constraints and prioritize workloads to meet deadlines
- Valid BC Driver's license
- Criminal record check

Working Conditions

- Office setting
- Manual dexterity required to operate computer and peripherals
- Sitting at workstation for extended periods of time
- Overtime may be required

K'uL Group of companies offers a competitive compensation and benefits package as well as a great team and respectful work environment. If you are qualified and looking for an exciting and rewarding career **respond with Cover Letter and Resume to the attention of: Manager, Human Resources, Email: jerrett@kulgroup.ca**. The closing date for this competition is: October 22, 2019 at 4:00 p.m.

*The K'uL Management Group of companies provides equal employment opportunities to all, regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, political belief, creed, disability that does not prohibit performance of essential job functions or that cannot be accommodated, or conviction for which a pardon has been granted. However, where two or more applicants have comparable or equivalent skills and qualifications, preference shall be given, in the following order, to persons who are members of the Penticton Indian Band, to persons who are of the Okanagan Nation, to persons who are of Indigenous heritage, First Nation or Metis'. **We thank all those who apply; however, only those candidates selected for interview will be contacted.***