



# 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 2 (Accounts Payable)

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 and experienced Accounting Assistant. The position reports to the Accountant and will assist with specific tasks as required.

### Key Duties and Responsibilities:

- Weekly processing of accounts payable for the Okanagan Nation Alliance (ONA) and Okanagan Aquatic Enterprise (OAE), including the distribution of received invoices to departments for coding and approval, coding of administration invoices, posting of all invoices and issuing and distribution of all cheques.
- Weekly filing of paid invoices and monthly processing of assigned Accounts Receivables for the ONA and OAE.
- Monthly review of Accounts Receivable and forwarding of statements.
- Processing of GST remittances and rebates.
- Compilation of statistical reports and completion of other accounting duties as required.

### Qualifications:

- At least three years of experience in accounting or bookkeeping.

### Knowledge, Skills and Abilities:

- Experience in using Quick books software including demonstrated knowledge and skills in the application of general accepted accounting or bookkeeping principles and standards.
- Demonstrated experience in an accounting or bookkeeping role.
- Ability to take direction, work independently and in a team environment, work well under pressure to meet deadlines and pay close attention to detail.
- Must be very organized and have excellent written and oral communication skills.
- Must have a valid driver's license and reliable transportation.
- Ability to work independently as well as in team fashion.
- Aboriginal ancestry preferred.
- Willingness to work flexible work hours including evenings and weekend.

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

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

**David Leroux, HR Manager**

Okanagan Nation Alliance

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

**COMPETITION CLOSSES Friday, February 3, 2020.**

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