



Job Posting
Accounting Supervisor Assistant - *Temp Term*

Upper Nicola Band is seeking an individual to fill the position of Accounting Supervisor Assistant on a temporary basis. The Accounting Supervisor Assistant - Temp Term will assist in supporting the Chief Financial Officer with the completion of daily and monthly financial accounting activities.

General Responsibilities

Assist with performing the day-to-day procedures required including monthly reconciliations, assisting with preparations for the annual audit, and other tasks as assigned. Assist in supervision and support of the Finance Department staff in the efficient performance of their assigned duties, including scheduling and evaluations. Adhere to the Upper Nicola Band Financial Administration Law and supporting policies.

Specific Learning Objectives

Accounts receivable:

Recording bank deposits, reviewing AR posting, reconciling AR trial balance.

Accounts payable:

Reconciling VISA accounts, reviewing AP posting, reconciling AP trial balance.

Payroll:

Reviewing timesheet posting, & reconciling remittance accounts.

General ledger:

Bank reconciliations, balance sheet reconciliations, GL adjustments.

Requirements and Qualifications:

1. Completion of Accounting Technician or equivalent two-year accounting diploma and planning to pursue professional designation.
2. Previous experience in or familiarity with First Nations administration.
3. Ability to work independently, and bring knowledge and expertise to UNB Finance department.
4. Aboriginal ancestry preferred.
5. Experience with Xyntax Accounting Systems would be beneficial.

Position is Grade 5 on the UNB Pay scale depending on experience and education level; up to 40 hours a week.

To Apply: Please Submit a resume and a cover letter to:

Upper Nicola Band,
Attention: Human Resources Manager
Box 3700 Merritt, BC V1K 1B8 Email: hr@uppernicola.com
Competition open until filled.