



Our Land. Our Future. Our Success. Forward Focused Nation Building.

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www.spuzzumnation.com

July 20, 2017

Immediate Job Opening – *Bookkeeper* *Part-time – 20 Hours per week*

Scope of work: The bookkeeper will provide accounting/financial support services in a timely and accurate manner in accordance with best accounting practices.

The bookkeeper will work under the direction of the Band Administrator and perform specific accounting duties under the Band Administrator's direction.

Must possess the following:

- Proficiently use Sage 50 Accounting system
- Assist and manage the financial system, ensuring maximum productivity.
- Comply with Spuzzum First Nation Accounting Procedures
- Preparation and processing of accounts receivable and payable functions
- Administration of Payroll, including benefits administration
- Reconciliation of petty cash, bank accounts, corresponding journal entries and providing monthly financial statements
- Responsible for financial reporting for Spuzzum First Nation – Work safe BC Remittance, Sun life Remittance, Payroll Remittance, Family Maintenance Enforcement Program
- Knowledge and understanding of funding agencies I.E. Indigenous Northern Affairs Canada, Canada Revenue Agency, Property Assessment & Taxes
- Audit preparation and assistance

Qualifications:

- A degree and or certificate from a recognized educational institute in accounting, finance, or financial management experience.
- Criminal Record Check
- Comply with Spuzzum First Nation Code of Confidentiality

Application deadline: Open until position is filled

Wage: *Dependant on experience*

Please send resume to Rachelle Johnson at receptionist@spuzzumnation.com
Attention: G. Beverly Smith