



IZWTAG
INDIGENOUS ZERO WASTE
TECHNICAL ADVISORY GROUP

**First Nations Work Opportunity in Vancouver:
Finance Clerk**

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Are you interested in zero waste and helping protect our environment?

About the Indigenous Zero Waste Technical Advisory Group (IZWTAG)

IZWTAG is proud to be an Indigenous run, non-profit society dedicated to protecting the environment and improving waste management within every First Nation community. Founded in 2019, IZWTAG is expanding its team to meet the high demand for its programs and services. Visit izwtag.com to learn more.

Scope of Work

Reporting to the Executive Director, the Finance Clerk is responsible for managing the IZWTAG Finances. Dealing with Accounts Payable, Payroll, Accounts Receivable and Journal Entries, and supporting the Executive Director and other team members in implementing their work.

Qualifications

As an indigenous-led organization, IZWTAG aims to recruit First Nations personnel. Additionally, the role is for someone who has:

- Demonstrated experience working with First Nation communities.
- Proven capability to work independently.
- 2 to 5 years managing Finances, ideally in the non-profit space.
- Strong knowledge of bookkeeping, working on budgets, coding, JE's, Payroll, A/P & A/R.
- Proficiency with MS Office, Word, Excel.
- Experience with Dext program, QuickBooks and Payworks.
- Excellent verbal and written communication skills and abilities in English.

Work Hours

IZWTAG operates on a Monday to Friday, Flexible schedule. This position will require working Part-time with at least 15-30 hours per week (2-3 days per week, flexible hours). The work will be conducted out of the IZWTAG Vancouver office or possibly from home.

Compensation

Willing to negotiate as per your experience and/or education.

How to Apply

Does this position sound like a fit? We invite you to submit your resume and a cover letter via email to **Lucinda Phillips** at executivedirector@izwtag.com.