



McLeod Lake Indian Band

General Delivery, McLeod Lake, BC V0J 2G0
Main Office (250) 750-4415 Fax: (250) 750-4420

Land Referral Finance Clerk

McLeod Lake Indian Band (MLIB) is seeking a motivated individual to be part of the Land Referral Team. The preferred candidate would be experienced in both accounts payable/receivable functions. The Land Referral Finance Clerk will work closely with the Finance Department. The ideal candidate is located in Chetwynd and would report to the Chetwynd Lands Office.

Key Responsibilities

- Gather information required for preparing accounts receivable and invoicing,
- Maintain an accurate filing system,
- Prepare spreadsheets as required by team members to inform them of what funds are available,
- Track project expenses and receipts,
- Prepare reports as required,
- Ensure the accuracy of batch totals and the accuracy of output,
- Respond to inquiries about accounts and ensure accuracy of batching,

Education and Experience

- Knowledge of Generally Accepted Accounting Principles and the ability to apply them,
- Must have a minimum of two years' experience in a related field,
- Knowledge of ACCPAC Advantage Series Sage 300 software considered an asset,
- Must demonstrate skills in computer software applications, specifically MS Office programs Excel and Word,
- Two-year Business and/or Accounting Certificate or Diploma is considered an asset,
- Must have excellent organizational, interpersonal and communication skills,
- Previous experience working with First Nations will be considered an asset,

The position will be located at the offices of Chetwynd and will require in-person work.

We thank all applicants for their interest in MLIB, however, only those applicants selected for further consideration will be contacted.

Please submit resumes and cover letters to:

Attention: HR Advisor

Email: hrdept@mliib.ca

Posted: July 31, 2024

Only those chosen for an interview will be contacted. No phone calls please