



EMPLOYMENT OPPORTUNITY

Job Title: Finance Assistant

Job Summary: The Soda Creek Indian Band (SCIB) is seeking to employ a Finance Assistant in the Band's Finance Department. The successful applicant will be responsible for processing accounts receivable, invoicing and tracking of Own Source Revenue, liaising with other departments to coordinate invoicing in relation to deliverables, budget entry and bank reconciliations. The Finance Assistant's position requires an individual who works well in a team environment and is comfortable dealing with a diverse client group.
35 hours per week, subject to 90-day probation – full benefit package after completed probationary period.

Education and Experience:

- Diploma in Accounting or related field
- Minimum two years accounting experience

Skills and Abilities:

- Ability to work independently and build effective interpersonal relationships
- Proficiency in the use of computer programs for accounting, word processing, databases, spreadsheets, email and the internet to the intermediate level
- Ability to self-regulate, meet deadlines, have an acute attention to detail
- Prioritizes work assignments to balance multiple demands
- Recognizes and respects all cultural diversity and has an understanding of Aboriginal culture
- Other duties as assigned

Job Requirements;

- Must have and maintain a Class 5 Drivers License
- Must provide and maintain clean Criminal Record
- Must work Monday to Friday, 8:30 – 4:30pm (35 hours per week)

Salary: Wage range depending on experience.

How to Apply:

For a complete job description and application package, please visit the Employment Section of the Soda Creek Band website at: www.xatsull.com

1. Please provide a cover letter with salary expectations and availability.
2. Complete Job Application Form.
3. Resume with Three work related job references.

Email your Application to:

Sharon Little, Executive Assistant

Email: execasst@xatsull.com

Mail your Application to:

Attention: Sharon Little
Soda Creek First Nations
3405 Mountain House Road,
Williams Lake, BC V2G 5L5

Fax to: 250 989-2300

Application Deadline: **April 27, 2017 by 4PM.**

Applications will be accepted by email, hand delivery, fax or by mail.

NOTE** Applications received after 4:00 PM on April 27, 2017 will not be considered. Only those selected for an interview will be contacted.

Preference will be given to persons of Aboriginal ancestry as per Section 16(1) of the Canadian Human Rights Act.