



**Toquaht
Nation**

EMPLOYMENT OPPORTUNITY - Finance Clerk

(Permanent Full Time)

About Toquaht Nation

Toquaht Nation is a self-governing modern treaty nation situated on the West Coast of Vancouver Island in Barkley Sound. Known as the *túk^waaʔath* (Toquaht People), we are a resilient community dedicated to the development of our Nation. We strive to honour the teachings of our ancestors and safeguard our *ḥaahuuʔi* (traditional territory).

Toquaht envisions a healthy community where *masčim* (citizens) can fulfill their social, spiritual, and economic needs. Guided by our ancestors and rooted in our traditions, we draw strength from our connection to our guiding principles:

- *hišukma čawaak* – Everything is one
- *qwaaʔaʔin čawaak* – How we are one
- *ʔuuʔatuk* – Taking care of one another
- *ʔiisaak* – Highest respect

Position Summary

The Finance Clerk is an integral part of a highly functioning, collaborative Finance team and provides support to other roles within the department as required. Reporting to the Director of Finance, the Finance Clerk is responsible for the accurate and timely processing of financial matters, data entry and paperwork as a supporting role within the finance department. This position requires attention to detail, quality and accuracy, and the ability to work in a face-paced environment. The Finance Clerk will work from the Toquaht Nation Government office.

Major Areas of Responsibility

Play a key role in the Nation's management of expenses and transactions by providing support to the Finance Department in accordance with established standards (*GAAP*), applicable laws (*Toquaht Nation Financial Administration Act (FAA)*) and procedures (*Toquaht Nation Finance Procedures Manual*).

- Assist with accounts receivable, accounts payable and payroll functions
- Assist with verifying time sheets
- Assist in monthly bank reconciliation
- Assist in the annual audit
- Print and distribute monthly/quarterly statements
- Receive housing payments and issue receipts
- Maintain current asset list of buildings, equipment and vehicles
- Reconcile travel reimbursements



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- Communicate effectively with vendors, customers and colleagues
- Adhere to all policies and follow established procedures
- Organize and take minutes of meetings
- Ensure mastercard receipts are received from cardholders in a timely manner and are complete with coding
- Assist with maintaining filing system and filing
- Scanning documents
- Shredding old documents
- Act as backup and extra resource to the Finance Department, as required
- Perform other clerical and finance duties as assigned

Qualifications and Experience

- Completion of Grade 12 with related post-secondary education and/or courses
- Demonstrated experience in bookkeeping and payroll
- Demonstrated understanding of the principles of accounting and financial reporting practices
- Demonstrated skills in First Nations or local government settings (preferred)
- Strong proficiency with MS Word, Excel, Outlook, Adagio and/or a related accounting system and PayDirt and/or a related payroll system

Knowledge and Abilities

- Demonstrated understanding and knowledge of generally accepted accounting principles
- A motivated self-starter who has the ability to work independently in a fast-paced environment, knowing when to bring matters forward to the Director of Finance
- Strong planning and organizational skills, including a high degree of accuracy and attention to detail and an ability to work effectively under pressure and meet deadlines
- Ability to proactively manage a fluctuating workload, multiple projects, and priorities to meet multiple deadlines
- Collaborative ability to work within a team environment
- Strong electronic and paper file management skills
- Excellent verbal, written and interpersonal communication skills with all levels both within the organization and with citizens, guests and vendors
- Ability to maintain strict confidentiality both within and outside of the workplace and to handle sensitive issues with tact and diplomacy
- Ability to type a minimum 45 wpm
- Reliable with strong work ethics
- Good knowledge of the vision and values of TNG and the Nation overall



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Operational Requirements

- Must complete a satisfactory Criminal Records Check.
- Valid Class 5 BC Driver's License
- Understanding of/respect for the culture and heritage of First Nations Peoples
- Always maintain confidentiality and professionalism.
- This position is currently located in Ucluelet

What We Offer

Toquaht Nation Government is please to offer a generous compensation package which includes:

- Salary range of \$64,123-\$72,674/year
- Extended health and benefits plan (Employer paid)
- Pension plan (5% Employee, 8% Employer)
- 3-weeks vacation plus paid time off over the Christmas holidays
- 15 observed statutory holidays
- 15 days of wellness leave annually
- Professional Development opportunities

To Apply

We invite qualified applicants to submit a resume and cover letter to careers@toquaht.ca, with the position title in the subject line. Please apply as soon as possible, as we will be reviewing on an ongoing basis. We appreciate all applicants for their interest in working with Toquaht Nation, however only those selected for an interview will be contacted.

Persons of Indigenous background will be given preference. S16(1) CHRA

This position is open until filled.