



**Toquaht  
Nation**

## **EMPLOYMENT OPPORTUNITY - Finance Clerk**

(Temporary Full Time, with the possibility of extension)

### **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 *tuk<sup>w</sup>aaʔath* (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**

This position is a six-month full-time temporary position, with the possibility of extension. 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, including accounts payable, 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*).

- Perform duties related to accounts payable
- Assist with accounts receivable, and payroll functions
- Assist in the annual audit
- Receive housing payments and issue receipts
- Reconcile travel reimbursements
- Process Council and employee expenses



# Toquaht Nation

- 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 accounts payable and financial data entry
- Demonstrated understanding of the principles of accounting and financial reporting practices
- Demonstrated skills in First Nations or local government settings (preferred) proficiency with MS Word, Excel, Outlook, Adagio and/or a related accounting 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



**Toquaht  
Nation**

### **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**

This is a six-month temporary full-time position, with the possibility of extension, at 37.5 hours per week, paying \$32.88/hr.

### **To Apply**

We invite qualified applicants to submit a resume and cover letter to [careers@toquaht.ca](mailto: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.