



**Kispiox Band Council  
Employment Opportunity  
Finance Officer**

Under the general direction of the Kispiox Band Manager, the Finance Officer's duties and responsibilities will include, but not limited to:

- Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping (*SAGE 300*) systems
- Full Cycle Finance experience
- Monthly financial Statements issued to various departments, and chief and council meetings
- Post journal entries and reconcile accounts, prepare trial balance of books, maintain general ledgers and prepare financial statements
- Calculate and prepare cheques for payrolls and for utility, tax and other bills
- Complete and submit tax remittance forms, workers' compensation forms, pension contribution forms and other government documents
- Perform bookkeeping services for band-owned businesses and other band projects
- Prepare other statistical, financial and accounting reports
- Prepare periodic expenditure and project cost summary reports
- Respond to customer inquiries, maintain good customer relations and solve problems
- Perform related clerical duties, such as word processing, maintaining filing and record keeping systems, faxing and photocopying

**General Requirements:**

- Minimum five (5) years experience in bookkeeping within a professional firm or public service organization.
- Demonstrated skills in ACCPAC (*SAGE 300*) computerized accounting software program a must.
- Well versed and experience with Excel and MS Word programs.
- Diploma in Business Management or Business Administration or equivalent Certification in a University/College Accounting Program.
- Must be bondable and have no criminal record or pending charges
- Must be cultural sensitive to First Nations

**Please forward Cover Letter, Resume, and Supporting Certificates/Diplomas to:**

Kispiox Band Council  
Attn: c/o Keith Morgan  
[bandmanager@kispioxband.ca](mailto:bandmanager@kispioxband.ca)  
Fax: 250-842-5604  
Kispiox Band Manager  
1336 Kispiox Valley Road  
Hazelton, B.C.  
V0J 1Y4

Preference will be given to qualified First Nation applicants.  
Only those selected for an interview will be contacted.  
**Extended Closing Date: Aug 10<sup>th</sup>, 2017 @ 4:00 P.M.**