



1886 Little Shuswap Lake Rd • Chase BC • V0E 1M2  
tel 250.679.3203 • fax 250.679.3220

## JOB DESCRIPTION – Accounts Payable Clerk

### The Organization:

The Little Shuswap is also traditionally known as Skwlax, which translates to Black Bear in Secwepemcstín, the traditional language. LSLB has unique vision and drive. The Band has not only led the way in tourism within the Shuswap, but it has also led the way in economic development. The creation of Quaaout Lodge, Talking Rock Golf, Le7ka Spa and Little Shuswap Gas Station has helped promote Secwepemc culture, and allowed the Little Shuswap Lake people to develop world class accommodation and leisure activities. Strong management and leadership with clear vision and an excellent team of committed employees make up the engine that drives the community forward. LSLB is Financial Management System (FMS) certified by the Financial Management Board.

We are looking for a support person to continue developing our Nation in the Accounts Payable role here at Little Shuswap Lake Band in Chase, BC. If you are someone who values culture, prosperity, and engagement, we want to hear from you.

### The Opportunity: A Day in the life of the Accounts Payable

Reporting to and under the direction of the Finance Manager, the Accounts Payable Clerk is responsible for the processing of all accounts payable for the Little Shuswap Lake Band. You will:

- Performs all duties and responsibilities in accordance with the Little Shuswap Lake Band policies, standards, and procedures, and as directed by the Controller.
- Maintains confidentiality on all matters relating to the affairs of the Little Shuswap Lake Band.
- Processes Accounts Payables, to include:
  - reviewing of invoices for accuracy and supporting documentation
  - matching of invoices to packing slips/purchases orders where applicable
  - coding of invoices to proper cost centers
  - obtaining of proper approval signatures on invoices prior to processing
  - reconciling and reviewing of invoice batches and preliminary cheque runs to ensure accuracy of payments
  - preparing of cheques and obtaining appropriate signatures before distribution
  - filing of all related documents and invoices
  - reconciling of vendor statements and Accounts Payable ledger as required
  - balancing of the sub ledger for accounts payable to the general ledger
  - maintaining of the accounts payable files and processed journal files
  - resolving of vendor inquiries
- Maintains a record of all Purchase Orders.
- Maintains the accounts payable sub-ledger and reconciles the balances to the general ledger.
- Prepares a weekly cheque run.



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- Prepares year-end working papers as required by the Director of Finance and Administration for yearly audits.
- Reconciles accounting records to balance with Quaaout Resort.
- Reconciles accounts, to include:
  - accrued liabilities
  - year-end accrual
  - vacation
  - miscellaneous accounts receivable
  - Band member loans
- Prepares accounts payable reporting as required by the Controller and Chief and Council.
- Perform other related duties and responsibilities as assigned.

Requirements: What you bring to the organization:

- Accounting Diploma or relevant post-secondary education
- 2-3 years of Accounts Payable experience
- Must have a valid Class 5 BC Driver's Licence and safe operating vehicle.

Our "Must Haves" that make you great:

- Experience working in a First Nations environment as well as an understanding of federal and provincial laws and regulations pertaining to First Nations.
- Strong work ethic, detail oriented with excellent organizational, communication and interpersonal skills
- Ability to multi-task and adapt to all situations, ability to problem solve
- Ability to work with a high level of tact and discretion.
- Ability to work productively to meet timelines with limited supervision and under stress of deadlines
- Demonstrated leadership skills and experience with ability to develop team and team capabilities.
- Strong communication and interpersonal skills with the ability to build and maintain strong cross-functioning relationships and liaise with diverse stakeholder groups,

What we will provide:

- Full-time – permanent role
- Growth opportunities
- Competitive compensation package

If you possess the necessary qualifications and skills, please forward your cover letter, resume and references in strictest confidence to:

Email: [gbowering@lslb.ca](mailto:gbowering@lslb.ca)  
Fax: 250.679.3220  
In person: LSLB office  
1886 Little Shuswap Lake Road  
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While we thank you for your interest in Little Shuswap Lake Band, we will only be contacting the short-listed candidates. **This posting is for internal candidates only. Deadline for applications will be 3:00pm – July 21<sup>st</sup>, 2021**

*NOTE: Only those applicants under consideration will be contacted. Please accept our utmost appreciation for your interest. We are an Equal Employment Opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, creed, age, sex, gender, sexual orientation, national origin, religion, marital status, medical condition, physical or mental disability, military service, pregnancy, childbirth and related medical conditions or any other classification protected by federal, provincial and local laws and ordinances. Reasonable accommodation is available for qualified individuals with disabilities, upon request. This Equal Employment Opportunity policy applies to all practices relating to recruitment and hiring, compensation, benefits, discipline, transfer, termination and all other terms and conditions of employment. While management is primarily responsible for seeing that equal employment opportunity policies are implemented, you share in the responsibility for assuring that, by your personal actions, the policies are effective.*



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