



Little Shuswap Lake Band Job Posting

Department: Finance
Position: Accounting Assistant

The Organization:

The Little Shuswap is traditionally known as Skwlax, which translates to Black Bear in Secwépemctsin, the traditional language. LSLB has a 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. The governance structure of LSLB is unique and forward-looking, divided into 4 distinct sectors: Administration, which covers programs and services for Band members; Wellness, which is responsible for the overall health and wellness of the community; Territorial Stewardship, which addresses title and rights issues and external government-government relations; and Economic Development, which oversees the business operations of the community and works to promote a strong, resilient economy for the community. Strong management and leadership with clear vision and an excellent team of committed employees make up the engine that drives the community forward.

The Opportunity - A Day in the life of the Accounting Assistant:

Reporting to and under the direction of the Finance Manager, the Accounting Assistant is responsible for coverage of Accounts Payable, Accounts Receivable, payroll and other financial duties for the Little Shuswap Lake Band. We are looking for someone with a passion for accounting, the desire to work as part of a team, and an eagerness to learn in this entry-level position. Preferably, we would like to train a Little Shuswap Lake Band member in this role.

Requirements - What you bring to the organization:

- Accounting Diploma or relevant post-secondary experience an asset.
- Knowledge and understanding of Secwepemc culture and Indigenous Communities an asset.
- 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, and address concerns promptly.
- Ability to work with a high level of tact and discretion.
- Ability to work productively to meet timelines with limited supervision.
- Must be able to obtain and maintain a Criminal Record Check.
- Full vaccination against COVID-19 is mandatory for this position and operation (the LSLB will however adhere to its duty to accommodate those who are unable to be fully vaccinated for a reason related to human rights protected ground).

Specific Duties and Responsibilities:

- Performs all duties and responsibilities in accordance with Little Shuswap Lake Band policies and procedures.
- Maintains confidentiality on all matters relating to the affairs of the Little Shuswap Lake Band.
- Process Accounts Payable, Accounts Receivable and Payroll to include:
 - Completing payments and controlling expenses by receiving, processing, verifying, and reconciling invoices.
 - Reconciling processed work by verifying entries and comparing system reports to balances.
 - Ensuring outstanding balances are updated with credit memos that are due.
 - Paying employees by receiving and verifying expense reports using company-specific accounting software.
 - Verifying vendor accounts by reconciling monthly statements and related transactions.
 - Maintaining historical records of all invoices, reports, receipts, and cheques by saving documents properly
 - Provide good service and address concerns promptly.

What we will provide:

- Full-time role with benefits
- Growth opportunities
- Competitive compensation package

Application Deadline:

Open until filled.



Preference may be given to applicants of Indigenous Ancestry. If you possess the necessary qualifications and skills, please forward your cover letter and resume:

Email: hr@lslb.ca
Fax: 250-679-3220
In Person: Little Shuswap Lake Band Office
1886 Little Shuswap Lake Road
Chase, BC
V0E 1M2

NOTE: While we thank you for your interest in Little Shuswap Lake Band, we will only be contacting the short-listed candidates. 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.