



Little Shuswap Lake Band Job Posting – Internal

Department: Finance
Position: Accounts Receivable

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 Accounts Receivable:

Reporting to and under the direction of the Finance Manager, Accounts Receivable is responsible for ensuring all incoming payments are received and processed for Little Shuswap Lake Band. The successful candidate will keep a precise record of all incoming payments and contact clients or contractors to ensure outstanding payments are made. You will work closely with the Housing and Social Development departments as well as other departments within the organization.

Requirements - What you bring to the organization:

- Accounting Diploma or relevant post-secondary experience.
- 2-3 years of Accounts Receivable experience.
- 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 and under stress of deadlines.
- Must be able to obtain and maintain a Criminal Record Check.
- Must have a valid Class 5 BC Driver's License and a reliable vehicle.

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 Receivable, 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.
 - Verifying vendor accounts by reconciling monthly statements and related transactions.
 - Maintaining historical records of all invoices, reports, receipts, and cheques by saving documents properly
 - Work collaboratively with Accounts Payable and other accounting staff to ensure accuracy in finances
 - Generate and deliver reports to different departments as needed
 - Actively investigate and resolve irregularities on both incoming and outgoing payments
 - Provide good service and address concerns promptly

What we will provide:

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

Application Deadline:

Until position is 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
VOE 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.