



Klahoose  
First Nation

Occupying traditional territories that span from Cortes Island to Toba Inlet, the Klahoose Nation has existed since time before memory. Our primary village site, Squirrel Cove, is home to approximately eighty-five full-time residents who live and work on Cortes Island and in the surrounding areas. The remaining three hundred plus members reside in off reserve coastal communities in the lower mainland, and Washington State.

### **Why you'll love working at Klahoose First Nation:**

- Part-time, Wednesday-Friday, 9-5pm PST (24 hours per week);
- Competitive compensation, commensurate with experience;
- Two (2) weeks' vacation, and Klahoose First Nation administration office is closed for a two-week period during the December holiday season;
- Medical and dental benefits;
- Friendly and collaborative work environment.

**We are currently seeking a Part Time Finance Clerk. The Finance Clerk is responsible for providing financial and administrative support to the organization. Their role involves various tasks related to financial management, record-keeping, and reporting.**

Reporting to the Finance Manager, the Finance Clerk plays a crucial role in managing financial transactions, maintaining accurate financial records, and supporting financial reporting within the organization. This position requires strong attention to detail, organization, and knowledge of financial processes and accounting principles.

#### **Financial Data Entry:**

- Enter financial transactions into accounting software or spreadsheets accurately.
- Verify and reconcile financial records, including invoices, receipts, and purchase orders.

#### **Accounts Payable:**

- Process and track vendor invoices.
- Ensure timely and accurate payment of bills and expenses.
- Maintain vendor records and resolve payment discrepancies.

#### **Accounts Receivable:**

- Generate invoices for services or products provided.
- Monitor and track receivables.
- Assist in collections efforts when necessary.

#### **Payroll Processing:**

- Calculate employee wages, deductions, and benefits.
- Prepare and distribute payroll checks or direct deposits.
- Maintain payroll records and ensure compliance with tax regulations.



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**Bank Reconciliation:**

- Reconcile bank statements with internal financial records.
- Investigate and resolve discrepancies.

**General Administrative Support:**

- Maintain organized and up-to-date financial filing systems.
- Assist with administrative tasks related to finance, such as answering inquiries and assisting with procurement.

**The successful candidate will possess the following qualifications:**

- High school diploma or equivalent (a degree in finance or accounting is a plus).
- Previous experience in finance, accounting, or a related field is preferred.
- Proficiency in using accounting software and Microsoft Office Suite (Excel, Word).
- Strong mathematical and analytical skills.
- Attention to detail and accuracy.
- Excellent organizational and time management skills.
- Knowledge of First Nation governance, policies, and procedures is advantageous.
- Ability to manage conflict using sound judgement.
- Effective written communications skills, including the ability to prepare reports, policies, and Band Council documents.
- Possesses cultural awareness and sensitivity.
- Demonstrates a dedication to the role and to membership.
- First Nation candidates are encouraged to apply.

Kindly forward your resume and with cover letter via email to [recruitment@e2rsolutions.com](mailto:recruitment@e2rsolutions.com).

Klahoose First Nation welcomes and encourages applications from people with disabilities. Accommodation is available on request for candidates taking part in all aspects of the recruitment and selection process.

For more information, check us out online at <https://www.klahoosefirstnation.org/>