

Glen Vowell Band

A HEALTHY, SAFE, POSITIVE COMMUNITY THAT IS SELF
SUFFICIENT NOW AND FOR FUTURE GENERATIONS



Job Description – Full Time Finance Manager

Reports to the Glen Vowell Band Administrator

Specific Responsibilities

Performs all duties and responsibilities in accordance with Glen Vowell Band policies, regulations and procedures, and as directed by the Band Administrator.

Processes accounts payable to include:

- matching of purchase orders to invoices, coding invoices
- preparing and mailing/distribution of cheques and reconciling of accounts payable
- responding to accounts payable inquiries and calculating and processing remittances to Receiver General.
- Monitor accounts payable to ensure purchases and expenditures are within and accordance with the Glen Vowell Band Office Finance Policies.
- Prepare and report monthly statements to Chief & Council
- Work with auditor to prepare for the annual Audit

Processes employee payroll to include:

- receiving and checking of time sheets, entering information, into the payroll system and preparing and distributing payroll system
- calculating and processing remittances to Receiver General, , WBC, and Pension
- Maintaining rental payment and arrears financials
- Maintain tracking documents for Annual Leave and Sick Leave
- Maintain Financial reports to track departmental spending

Requirements

- Must possess CGA, CMA or CA designation with a minimum of 4 year's experience.
- Ability to work as a member of a multidisciplinary team
- Ability to adapt and learn new software such as Xyntax
- Class 5 Driver's License & Clear CRC

The salary for the position of Sik-E-Dakh Finance Manager will be competitive, and shall be determined according to education and experience. Upon successful completion of 6 month probation employee will be eligible for benefits package from Sik-E-Dakh (Glen Vowell Band.). Please call administrator at 250-842-5241 if more information is required.

Please send resume, cover letter and 2 references to administrator@glenvowell.ca by 4:00 PM by February 7, 2023