



**Senior Accounting Clerk
Full-Time**

Inter Tribal Health Authority (ITHA) a multi-disciplinary health organization providing services to 29 member First Nations on Vancouver Island based in Nanaimo, British Columbia is seeking a MCH/FASD Supervisor to work with members of community health teams and other service agencies to support and advocate for women and their families.

Reporting to the Director, Finance the Senior Accounting Clerk organizes, coordinates and performs accounting, finance, and payroll duties. The Senior Accounting Clerk is responsible for contributing to the timeliness and accuracy of the organization's financial statements, and the timely and accurate payment of payroll and vendor payments. This position is also responsible for preparation of the month end entries, the month end file and for multiple account reconciliations.

We would prefer Second Level Standing in Chartered Professional Accountant Program with foundational knowledge of Generally Accepted Accounting Principles for the non-profit sector or an equivalent combination of education and training. Working knowledge and skill in the areas of accounting, payroll, computerized accounting software and Microsoft office.

At ITHA you will enjoy a work life balance in a business casual environment.

ITHA offers an excellent total compensation package and RRSP matching plan. In addition to your entitled vacation the office is closed during the Christmas holidays. This is a great opportunity to make a difference in ITHA member communities.

Applicants of Aboriginal ancestry are encouraged to apply.

Advance your career today with a great organization! Please send your resume and cover letter by e-mail to hr@intertribalhealth.ca or by fax at 250-591-2169

Please refer to the position title when submitting your application.

The closing date for this competition is **April 21, 2017**.

We thank all applicants for their interest, however, only those who are short-listed will be contacted for an interview.