



JOB POSTING
WE WAI KAI NATION
Campbell River, BC
Accounts Payable Clerk

Who We Are

We, the We Wai Kai, embrace our language and culture to build a proud, healthy, safe, and self-sufficient community. We support and encourage each other to thrive through following the footsteps of our ancestral history, as stewards of our lands and waters, while balancing our role in modern day society.

Today, we are proud of our efficient government operations, ensuring a high quality of life for our members. To enhance this, we are also focused on existing and emerging economic development opportunities that will position us for continued growth and re-investment in our community. We pride ourselves on being a strong, self-sufficient Nation and look forward to what the future holds.

Position Overview

Reporting to the CFO, the Accounts Payable Clerk is responsible for managing the accounts payable process. This includes accurate processing of invoices, timely payments to vendors, maintaining accurate financial records and assisting in various administrative duties.

Responsibilities and Duties of the Accounts Payable Clerk:

Invoice Processing:

- Review, accurately code, verify, and process incoming invoices for payment.
- Ensure all invoices have the required authorizations prior to payment.
- Ensures source documents for accounts payable are entered into the financial system.
- Confirm that invoices comply with the organization's financial policies and guidelines.
- Prepare and process payments to vendors in a timely manner, ensuring deadlines are met.
- Coordinate payment schedules and ensure that appropriate approvals are obtained prior to making payment.

Record Keeping:

- Update weekly cigarette sales spreadsheet, count cash from the twice weekly cigarette sales at Cape Mudge, prepare the weekly deposit, and balance the Ledger.
- Maintain accurate and up-to-date accounts payable records in accounting software.
- Monitor accounts payable aging reports and assist with collections when necessary.
- Reconcile vendor statements and resolve discrepancies in a timely manner.
- Scans documents both into Laserfiche and manual paper filing.

Reporting and Documentation:

- Performs journal entries into the General Ledger and assists with reconciling the GL accounts.
- File and maintain hard copy and digital records for ease of future reference and audits.
- Support the finance team with reporting related to financial activities.

Compliance and Governance:

- Ensure that all financial processes adhere to policies, financial management policies, and applicable laws.
- Maintain confidentiality of financial information and records.

Confidentiality and Data Security:

- Maintain strict confidentiality of all financial information in accordance with organizational policies and privacy laws.
- Ensure all financial data is securely stored and accessed only by authorized personnel.
- Adhere to data protection and security protocols to safeguard sensitive financial information.
- Maintain an organized filing system for financial documents and records in accordance with retention policies.
- Safeguard sensitive financial and personal information, ensuring all data remains confidential in accordance with organizational policies and legal requirements.
- Handle all financial data, transactions, and records with discretion, maintaining confidentiality with respect to staff, clients, and other stakeholders.
- Ensure compliance with confidentiality agreements and data protection protocols when dealing with financial records or third-party information.

Collaboration:

- Work closely with other departments to ensure compliance with the budget and financial procedures.
- Act as a point of contact for vendors and internal staff with respect to payments and account inquiries.
- Assist in other financial positions when required.

General Administrative Support:

- Assist with other administrative tasks related to finance and payroll as needed.
- Provide clerical support for the Finance Dept. including filing, correspondence and document management.
- Continuously strive to improve financial processes and systems to increase efficiency and accuracy.

All employees working for We Wai Kai Nation are required to work collaboratively and supportively to achieve the overall goals of the Nation. As such, employees are expected to work outside of their own jobs and job descriptions from time to time to achieve the goals of the organization. Job duties and work schedules may be changed from time to time to achieve these goals.

Preferred and Required Qualifications & Experience (some requirements can be attained on the job)

- Grade 12 graduate.
- 2-3 years of experience in an entry level accounting role.
- Experience in working with FN administration, accounting and funding with an understanding of issues encountered by First Nations.
- Experience working with Indigenous Services Canada (ISC).

- Flexible work practices – to work independently, and to cooperate as a team member, in a personally and professionally demanding and dynamic position
- Ability to work in a fast-paced and changing environment
- Clean criminal record
- Positive and respectful outlook towards their job and other employees
- Adherence to the workplace rules and policies of the Nation, the established procedures related to this position, and to generally accepted work practices related to respectful and cooperative team performance.
- Advanced working knowledge of MSOffice suite and Adagio.
- Excellent communication skills both written and oral.

This position is nominally scheduled to work Monday to Friday dayshift but may require flexibility and additional time to deliver its mandate. Ability to work independently and collaboratively inclusive of regular supervision.

Job type: Permanent, full time

We offer a competitive salary, as well as a full benefit package, including a matching pension plan.

Closing date: May 7, 2025

Rate of pay: \$25.00 to \$28.00/hour, relevant to experience.

Only shortlisted candidates will be contacted for interviews. Please no telephone calls.

Email resume to: careers@wewaikai.com