



**Southern Dakeh  
Nation Alliance**

# **Career Opportunity**

## ***Accounts Payable/Payroll Clerk***

### **Who We Are**

Southern Dakeh Nation Alliance (SDNA) is a dynamic and growing Nation that demonstrates strong leadership in asserting inherent rights and title, supporting a vibrant economy, while sustaining a healthy natural environment. We are a group of business professionals and scientists supporting the needs of the association and its communities.

We honour the past and look to the future as we address the priorities, challenges and emerging opportunities in our territory. We collaborate with the people of our four communities and work with all levels of government to advance toward a full recognition of our rights and title to our lands.

In living our values of assertiveness, excellence, unity, determination, respect and flexibility we provide progressive leadership for the mutual benefit of the Nation and its communities, in an overarching, organized, and respectful manner.

### **The Opportunity**

Reporting to the Finance Manager in our Williams Lake office, this position supports the Finance Department by performing a wide range of duties for the accounts payable and payroll functions. This is a full-time position (35 hours per week) Monday to Friday.

- Processes approved accounts payable source documents including invoices, purchase orders, etc. and checks for completeness and accuracy. Processes through the accounting system.
- Prepares cheque-run and facilitates the cheque signing process.
- Responds to vendor inquiries, maintains good customer relations and solves problems.
- Updates payroll records by entering adjustments on pay rates, employee changes or legislated changes in deductions.
- Process data and inputs information into payroll system for bi-weekly payroll.
- Calculates and processes remittances for taxes and deductions and ensures accuracy and timely submission.
- Prepares related periodic reporting, such as T4s, and ROEs.
- Maintains accurate vacation/lieu time/sick time and other leave records.
- Responds to payroll inquiries from employees.
- Provides assistance to the Finance department as requested.
- Maintains accurate, compliant and organized paper and electronic files of accounting records.
- Performs clerical and administrative tasks as required.

*Qualifications:*

- Grade 12 with additional training in bookkeeping/accounting.
- 2-3 years of experience in a bookkeeping/accounting role.
- Experience working with computerized accounting systems (Sage 300 is preferred).
- Intermediate skills in MS Excel and basic to intermediate skills in other MS office programs.
- Able to work independently with minimal day-to-day supervision as well as working within a collaborative team framework.
- Mathematical aptitude and the ability to follow procedures.
- Well organized and proactive with strong time management skills.
- Good administration skills including records management.
- Strong client service skills. Friendly, positive, responsive, professional and helpful.
- A valid Class 5 B.C. driver's license and a satisfactory Criminal Record Check. Legally able to work in Canada.

### **What We Offer**

This is an opportunity to use your talents to further the work of a progressive organization that has established a strong reputation of working with all levels of provincial and federal government. SDNA works to open up economic opportunities for our members; strengthen claims to our traditional territories and the right to determine how the resources on those lands, and the lands themselves, will be utilized.

We offer a strong benefits plan, competitive compensation (\$40,000- \$45,000) and the opportunity to work with a team of talented professionals.

### **How to Apply**

Please send your resume and a cover letter highlighting evidence of how you meet the qualifications noted above. Send your application to: Tammy Keith at [execassist@dakelh.ca](mailto:execassist@dakelh.ca), this position is open until filled and no phone calls please.

*For more information about SDNA, visit our website: [www.dakelh.ca](http://www.dakelh.ca)*