



ULKATCHO FIRST NATION

P.O. Box 3430, Anahim Lake, British Columbia VOL 1C0

~ JOB POSTING ~

JOB TITLE: Accounts Payable clerk

DEPARTMENT: Finance

START DATE: Immediate

RATE OF PAY : \$14 per hour

POSTING CLOSING DATE: September 18, 2019

WHAT IS THE JOB:

Ulkatcho First Nation (UFN) seeks a motivated, reliable individual to fill its' Accounts Payable post. The successful applicant will be responsible for processing invoices received for payment and for undertaking the payment of all creditors in an accurate, efficient and timely manner.

- Process accounts and incoming payments in compliance with financial policies and procedures
- Perform day to day financial transactions, including verifying, classifying, computing, posting and recording accounts payables' data
- Process bills, invoices and payments
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.
- Generate financial statements and reports detailing accounts payable status

TO APPLY: Submit a resume with a covering letter detailing your experience to: hr@ulkatcho.ca

or details regarding this position or with any questions please contact UFN Band Manager Shelley Bevez at: (250) 742-3288 Ext 202

NOTE: *Only those applicants selected for an interview will be contacted*

Posted: September 09, 2019