

JOB POSTING

Finance Administrator

Reports to: Chief Financial Officer

Job Duration: Part-time with potential for Full-time

Summary: The Finance Department of the Tahltan Central Government is seeking to hire a Finance Administrator on a part-time basis. Duties will include assisting with completing payroll, reconciling department accounts, and assisting with paying vendors. Duties may vary in accordance with Department needs.

Responsibilities:

- Assisting with Accounts Receivables
- Working on payroll
- Working with TCG Departments on monthly account reconciliation including contacting Directors to verify billing information
- Using Microsoft Excel spreadsheets to keep track of financial data
- Provide additional support to the Finance Department as needed

Qualifications and Requirements:

- Minimum Grade 12
- General math skills
- Computer literacy
- Experience in accounting preferred

Personal Skills and Attributes:

- Organization skills
- Professionally minded
- Ability to work with deadlines
- Strong communication skills

Remuneration and Work Hours:

- This position will be offered at \$30.00 per hour
- The work hours will be generally 9-5 within the part-time hours

Work Location: It is preferred that the position be based in Tahltan Territory; however, applicants outside of the Tahltan Territory who prefer a remote working arrangement are encouraged to apply.

How to Apply: Please email your resume and cover letter stating, 'why you're the perfect candidate,' in PDF file format to hr@tahltn.org, with subject as "**Finance Administrator**" Application, Attention "**Chief Financial Officer**"

Deadline for Application: Open until filled