TAHLTAN CENTRAL GOVERNMENT

JOB POSTING

Finance Administrator

Reports to: Chief Financial Officer

Job Duration: Part-time with the potential to be full-time

Summary: The Tahltan Central Government's Finance Team is looking to hire a Finance Administrator on a part-time/full-time basis. The duties will include assisting with payroll, reconciling the bank account, and assisting with visa payments. The Finance Administrator's duties may vary in accordance with the Finance Department's needs.

Responsibilities:

- Payroll Administration
- Bank Reconciliation
- Processing Visa Statements
- Deposits & Accounts Receivables
- Using Microsoft Excel spreadsheets to keep track of data
- Providing support to the Finance Department as needed

Qualifications and Requirements:

- Minimum Grade 12 education and preferably a degree in accounting
- General math skills
- Computer literacy, including competency with Microsoft Excel
- Minimum 3 years of experience in similar roles
- A combination of education and experience will be given consideration

Personal Skills & 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 - $40.00 per hour
- The work hours will generally be between 9:00 am to 5:00 pm - part-time hours will sit within this timeframe.

Work location: It is preferred that the position be based in Tahltan Territory; however, applicants outside of the 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@tahltan.org, with subject as **"Finance Administrator" Application, Attention "Chief Financial Officer"**

Tahltans are encouraged to apply via OnTrack

Any Questions? Contact Michael Shaker, Chief Financial Officer at cfo@tahltan.org

Deadline for Application: **November 25th, 2022**

(Note: We reserve the right to hire sooner than the deadline if we secure a qualified candidate).