



WE ARE HIRING!

Finance and Administration Clerk

Fort St. James, BC

Nezul Be Hunuyeh is an Indigenous Child & Family Service Agency serving the communities of Nak'azdli Whut'en, Binche Whut'en, and Tl'azt'en Nation. Under the supervision of the Finance Supervisor, the Finance & Administration Clerk supports the delivery of finance and administrative functions by performing a variety of clerical, financial, and administrative duties. A full job description is available upon request.

Type: Permanent Full-Time (35hrs/wk.)

Wage Grid: \$26.26 - \$31.12

Duties & Responsibilities:

- ✦ Process accounts payable invoices accurately and efficiently using accounting software.
- ✦ Match invoices to purchase orders and maintain purchase order records.
- ✦ Prepare and process payments, including cheques and electronic transfers.
- ✦ Reconcile vendor statements and investigate discrepancies.
- ✦ Maintain organized electronic and paper filing systems.
- ✦ Assist with payroll administration through accurate entry of employee time and payroll information.
- ✦ Respond to inquiries from employees and vendors in a professional and timely manner.
- ✦ Provide reception coverage and administrative support as required.
- ✦ Support the Finance Department with data entry, document preparation, and special projects.
- ✦ Support the year-end audit processes.
- ✦ Maintain confidentiality of financial, employee, and organizational information.
- ✦ Perform other related administrative and finance duties as assigned.

Preferred Qualifications:

- ✦ Certificate or diploma in Office Administration, Accounting, or a related field is preferred.
- ✦ Minimum one year of administrative, accounting, payroll, or bookkeeping experience is preferred.
- ✦ Intermediate proficiency with Microsoft Office (Excel, Outlook, Word) and accounting software.
- ✦ Highly motivated, well organized and creative, and punctual.
- ✦ Strong organizational and time management skills, with the ability to prioritize tasks and meet strict deadlines.
- ✦ Excellent interpersonal and communication skills.
- ✦ High degree of professionalism, discretion, and reliability in handling confidential financial information.
- ✦ Ability to take direction, demonstrate professional initiative, and prioritize key responsibilities including planning, problem solving, and multitasking.
- ✦ Reflect and interpret the Agency Vision, Mission, and Core Values in their work with enthusiasm and commitment.
- ✦ Knowledge of Dakelh culture and communities served by Nezul Be Hunuyeh.
- ✦ Indigenous ancestry considered an asset.

Applicants must agree to & provide an acceptable Criminal Record Check & Vulnerable Sector Clearance
Applicants must possess a valid Class 5 Driver's License & provide an acceptable Driver's Abstract

TO APPLY SUBMIT RESUME AND COVER LETTER (PDF FORMAT ONLY) TO:

Via email to hr@nbh.ca with the subject line: **Finance and Administration Clerk**

CLOSING DATE: JULY 22, 2026 @ 4:00 PM

Only Applications with a cover letter and submitted as per the posting instructions will be reviewed
We thank all applicants for applying in advance; only those selected for an interview will be contacted