



NEZUL BE HUNUYEH CHILD & FAMILY SERVICES
PO BOX 1180, 700 STUART DRIVE WEST, FORT ST JAMES, BC V0J 1P0
Tel: 250-996-6806 Fax: 250-996-6977 <https://www.nezulbehunuyeh.ca>



WE ARE HIRING!

Finance 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. Reporting to the Finance Supervisor, the Finance Clerk plays a key role in supporting the day-to-day financial operations of the organization. This position is responsible for providing accurate, timely, and efficient financial and administrative support, helping to ensure the effective delivery of finance services while maintaining confidentiality, accuracy, and compliance with organizational policies and procedures.

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

Wage Grid: \$26.26 - \$32.85

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 and backup support with payroll processing through accurate entry of employee time and payroll information.
- ✦ Respond to inquiries from employees and vendors in a professional and timely manner.
- ✦ Support the Finance Department with data entry, document preparation, reporting 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 Accounting, Finance or a related field
- ✦ Minimum one year of accounting, payroll, or bookkeeping experience (required)
- ✦ 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.
- ✦ Knowledge of Dakelh culture and familiarity with the communities served by Nezul Be Hunuyeh is considered an asset.
- ✦ 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 [hiring@nbh.ca](mailto: hiring@nbh.ca) with the subject line: **Finance Clerk**

CLOSING DATE: OPEN UNTIL FILLED

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