



Gitxaala Nation

Finance Clerical Support

Part - time

Job Opportunity

Gitxaala Nation is hiring a Finance Clerk to join our team!! This role is a great mix of administrative and customer service responsibilities. Our ideal candidate is someone who pays attention to detail, is reliable, have the ability to adapt to change within the workplace.

This position is currently part-time with the potential of moving into full time.

Job duties include but not limited to:

- Filing
- Data entry: accounts payable, payroll,
- Accounts Payable: receiving and reviewing invoices/ purchase orders, data entry, process payments, statement reconciliation
- Business travel processing/ reconciling
- Payroll: preparation
- Other duties as assigned

We are looking for an individual who holds the passion for success, motivation, reliability and the willingness to learn on the job/ online educational training/courses. The individual should also have strong organizational and communication skills; be confident and be motivated with a positive outlook.

Do you enjoy a challenge? If so, we would like to hear from you.

Deadline: Until the position is filled

Applications can be forwarded to:

- Norman Ridley, Payroll Clerk at n.ridley@gitxaalanation.com and,
- April Lamon, Finance Manager at finance@gitxaalanation.com
- Or fax to (250) 848-2238 ATTN: Norman Ridley / April Lamon