

## Employment Opportunity

### Accounts Receivable / Payroll Clerk

#### Position Summary

The community of Bonaparte First Nation (BFN) is seeking an Interim Accounts Receivable / Payroll Clerk to support the operations of the Finance Department. They will support with the entry of financial information into the Xyntax system and ensure the timely completion and administration of payroll.

The ideal candidate is detail oriented, organized, and possesses a strong financial background, record, bookkeeping and payroll skills.

#### Duties

##### Program and Service Delivery Management

- Process Accounts Receivable transactions within a timely basis, ensuring accuracy, completeness, and compliance with Nation policies and processes.
- Prepare invoices for the collection of monthly revenue and income.
- Remind clients and customers of accounts and outstanding bills through phone, email, fax or mail.
- Identify and resolve any discrepancies on bills, invoices, receipts and other forms of documentation.
- Support monthly reconciliation of bank and accounts receivable accounts.
- Collaborate with departmental managers to resolve coding issues with coding errors and the proper redistribution of invoices.
- Collect timesheets, enter data, and administer payroll within a timely manner.
- Collaborate with the Human Resources department to ensure payroll records are accurate and up to date.
- Provide information and provide financial analysis as required.
- Provide operational support in the absence of fellow finance staff.
- Provide administrative office support as required to ensure effective and efficient office operations.
- Oversee data collection and entry using Xyntax Accounting Software.

##### People Management

- Develop collaborative relationships with all internal and external stakeholders including community members, partners, governments, agencies, services, media, etc.
- Collaborate with third party collection agencies for severely overdue accounts.

##### Financial Management

- Support the preparation of financial reports as required.

##### Knowledge

- Knowledge of bookkeeping and accounting best practices aligned with generally accepted accounting principles (GAAP).
- Knowledge of payroll best practices.
- Proficient in Xyntax Accounting Software.
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Ability to meet deadlines and demonstrate attention to detail.
- Strong analytical and problem-solving skills.

- Strong attention to detail.
- Ability to work under high stress including adapting to shifting demands.
- Strong communication skills including the ability to communicate effectively and diplomatically both verbally and in writing.
- Awareness of and ability to demonstrate cultural awareness and sensitivity.

## Required Physical Abilities

- Mild physical effort may be required with regular sitting, walking, standing, bending, and occasional travel may be required.

## Working Environment

- Indoors – Work is primarily done in an office environment.
- Sensory and Mental Attention – There may be interruptions and distractions in the work environment and some stress associated with deadlines or potential conflict.

## Qualifications

- Completion of a college business diploma is considered an asset.
- At least two (2) years' financial and/or administrative experience is required.
- At least one (1) years' experience completing payroll is required.
- At least two (2) years' financial experience within a First Nation is considered an asset.
- Ability to obtain a clear criminal record and credit check.

## Worksite Location

This position is based out of the head office of Bonaparte First Nation.  
2689a Sagehill Road, Hwy 97N, Cache Creek BC, V0K 1H0

**Salary:** Dependent on the qualifications and experience of the candidate @ 35 Hours per week.

**Apply:** Please submit Resume, Cover Letter and 3 References to: [HR@bonaparte.band](mailto:HR@bonaparte.band) or drop off at Bonaparte First Nation Office, 2689a Sagehill Rd, Cache Creek (ATTN: HR Department)

**This position will be open until filled. All candidates will be contacted.**