



JOB POSTING (1-YEAR TERM) ACCOUNTS RECEIVABLE & PAYROLL CLERK

ABOUT CHESLATTA CARRIER NATION

Cheslatta Carrier Nation (CCN) is a First Nations community of 350 members located 25 km south of Burns Lake in BC's northern interior. CCN's Core Territory encompasses the Nechako Reservoir and includes portions of Tweedsmuir and Entiako Provincial Parks. Learn more at www.cheslatta.com.

POSITION OVERVIEW

Cheslatta Carrier Nation is seeking a reliable and detail-oriented Accounts Receivable & Payroll Clerk for a 1-year term. Reporting to the Director of Finance, this role supports financial operations by processing payroll, maintaining employee records, issuing invoices, and tracking receivables. The successful candidate will have a strong understanding of accounting principles, excellent attention to detail, and the ability to manage sensitive information with accuracy and confidentiality.

KEY RESPONSIBILITIES

- **Accounts Receivable**
 - Record, verify, and reconcile revenues
 - Process and apply payments (cash, cheques, electronic)
 - Monitor receivables and send out monthly statements
 - Generate invoices and follow up on outstanding accounts
 - Ensure all revenue is recorded in the correct fiscal period
- **Payroll**
 - Process bi-weekly payroll and maintain employee files
 - Verify hours, deductions, and payroll liabilities
 - Submit employer/employee remittances
 - Administer the employee health benefits plan and ensure contributions are up to date
 - Communicate with staff regarding payroll-related matters
- **General Finance & Administration**
 - Work collaboratively within the finance team
 - Support the Finance Officer and Director of Finance with delegated tasks
 - Ensure accuracy, confidentiality, and compliance with policies and legislation

QUALIFICATIONS & REQUIREMENTS

- Minimum 5 years of experience in an accounting or bookkeeping role
- Grade 12 diploma; additional education in accounting/bookkeeping is an asset
- Strong understanding of accounting principles and payroll processes
- Proficiency in Microsoft Office and accounting software (Adagio or Xyntax preferred)
- Valid Class 5 BC driver's license
- Excellent communication, organizational, and time management skills
- High attention to detail, accuracy, and confidentiality
- Ability to work independently and as part of a team
- Knowledge of employment standards, payroll legislation, and compliance requirements

TERMS OF EMPLOYMENT

This is a full-time, 1-year term position based at Cheslatta Carrier Nation's office in Southbank, BC. Starting compensation ranges from \$25.56 to \$31.19 per hour, negotiable based on qualifications and experience. Only those shortlisted will be contacted.

HOW TO APPLY – DEADLINE SEPTEMBER 19, 2025

Submit a current resume with references and cover letter to Genny Bolyos, Director of Finance, at gbolyos@cheslatta.com. *Please note: preference will be given to qualified Aboriginal candidates in accordance with section 41 of the BC Human Rights Code.*