



Yaqit Pa-knuqti'it

Finance Officer (Accounts Receivable)

Temporary (1 year) Part Time or Full-Time

Competition #: 2026 - 04

Location: Based out of the Yaqit Pa-knuqti'it Administration Office. Eligible for a hybrid work arrangement.

Position Summary:

Yaqit Pa-knuqti'it First Nation (Tobacco Plains Band) is a rural First Nation located near Grasmere, BC, in one of the most beautiful and natural parts of British Columbia. The Finance Officer supports the day-to-day operations of the Finance Department by managing accounts receivable, bank reconciliations, recording financial transactions, maintaining accurate records, and assisting with financial reporting and compliance. This role ensures timely and accurate processing of invoices, receipts, reconciliations, and supporting documentation. The Finance Officer plays an essential role in maintaining financial accountability, supporting audits, and assisting the Finance Manager in monitoring funding agreements and reporting requirements.

Cultural Safety:

Our organization is committed to serving the ʔakanuxunik people in a manner that respects, enhances, and promotes their cultural identity and well-being. This position supports cultural safety by ensuring financial processes are culturally respectful and transparent, handling financial information with integrity, discretion, and respect, supporting community members with kindness and professionalism when dealing with payments or reimbursements, and upholding Yaqit Pa-knuqti'it values of accountability, transparency, and service in all financial interactions.

Responsibilities:

- Prepare, issue, and track invoices for departments, programs, and funding agreements.
- Record and process incoming payments (cheques, EFT, cash) and apply them to the appropriate accounts, in a timely manner.
- Perform monthly bank reconciliations.
- Prepare deposit summaries, make deposits, and reconcile related accounts receivable transactions.
- Monitor outstanding receivables, prepare AR aging reports, and follow up with funding agencies, clients, and partners on overdue balances.
- Maintain detailed schedules of funding agreements, billing deadlines, and reporting requirements.
- Generate financial reports related to accounts receivable for inclusion in monthly, quarterly, and annual reporting.
- Maintain digital and physical filing systems for financial documents, ensuring compliance with audit standards.
- Assist with annual audit preparation by compiling AR-related schedules, reconciliations, and supporting documentation.
- Provide customer service and respond to internal and external inquiries regarding invoices, payments, or account balances.
- Liaise with departments to ensure timely and accurate billing of services, fees, or reimbursements.
- Assist with preparation of funding claims and contribution agreement reports by gathering financial data and backup documentation.
- Support implementation and testing of financial system upgrades or process improvements.
- Provide administrative and data entry support to the Finance Manager and finance team as required.
- Maintain strict confidentiality of all financial, payroll, and organizational information, ensuring sensitive data is only accessed or shared on a need-to-know basis.
- Handle all financial documents, reports, and transactions with discretion and professionalism.

- Perform other related duties, as assigned.

Qualifications:

Required Education and Experience:

- Certificate or diploma in Accounting, Business Administration, or a related field preferred.
- Minimum of 2-3 years of experience in a finance, bookkeeping, or accounts receivable role.
- Experience working in a First Nations or non-profit financial setting is an asset.
- Valid Class 5 Driver's License.
- Criminal Record Check (to be completed upon hiring).

Required Knowledge, Skills, and Abilities:

- Strong attention to detail, accuracy, and organization.
- Good communication and interpersonal skills, especially in following up on payments.
- Ability to work independently and manage deadlines.
- Proficient in Microsoft Excel and accounting software.
- Understanding of basic accounting principles and financial reporting.
- Discretion and integrity in handling confidential financial information.
- Respect for cultural values and sensitivity to the needs of the community.
- Knowledge of First Nation governance structures and community engagement practices.
- Sensitivity and understanding of the unique cultural environment of a First Nation organization.

Hourly Wage: \$34.50 - \$43.70, commensurate with experience and qualifications

Comprehensive Benefits Package, including:

- Standard benefits as a Federally Regulated Employer.
- Paid vacation, sick leave, and statutory holidays.
- Opportunities for professional development and training.
- Supportive and respectful work environment rooted in Yaqit ʔa·knuqʔi'it values.

Application Process:

Please send your resume and cover letter by **April 7, 2026**, at **9:00am (MST)** to

Email: hr@tobaccoplains.org

Or mail to: Human Resources, Yaqit ʔa·knuqʔi'it First Nation, PO Box 76, Grasmere BC V0B 1R0.