Finance Coordinator

Permanent, Full-Time Position (37.5 hours per week)

Competition #: 2026-16

Location: Based out of the Yaq̓it ʔa·knuqƛi'it Administration Office. This position is eligible for hybrid arrangement.

Position Summary:

Yaq̓it ʔa·knuqƛi'it First Nation ("YQT") is a rural First Nation located near Grasmere, BC, in one of British Columbia's most beautiful natural settings. Yaq̓it ʔa·knuqƛi'it First Nation is seeking a Finance Coordinator to support the day-to-day operations of the Finance Department.

This position is responsible for processing payments, maintaining accurate financial records, and ensuring invoices are paid in a timely and accurate manner, and supporting other accounting duties when needed. The Finance Coordinator plays an important role in supporting financial accountability and the smooth operation of the Nation's financial activities. The role also provides support and coverage for accounts receivable, bank reconciliations, and payroll, as required by the Finance Manager.

Cultural Safety:

Our organization is committed to serving the ʔakanuxunik̓ people in a manner that respects, enhances, and promotes their cultural identity and well-being. This position supports cultural safety by conducting financial duties with integrity, respect, and professionalism; interacting respectfully with staff, community members, and vendors; maintaining confidentiality and supporting the values of the Nation in all work, and promoting transparency and trust in financial transactions.

Responsibilities:

- Coordinate the accounts payable cycle, reviewing invoices and supporting documents for accuracy, completeness and duplicate payments, and resolving exceptions before processing.
- Apply appropriate general ledger, department and project coding, investigate coding discrepancies and confirm required authorizations.
- Enter invoices into the accounting system for processing.
- Prepare cheque runs and electronic funds transfer batches, verify payment details and submit complete documentation for independent approval and release.
- Maintain organized records of all accounts payable transactions.
- Respond to vendor inquiries regarding payments and resolve discrepancies.
- Monitor payment schedules and outstanding invoices, resolving processing issues to meet deadlines and avoid unnecessary charges.
- Reconcile vendor statements, investigate discrepancies and coordinate with vendors and departments to resolve payment issues.
- Maintain accurate vendor and payment records, follow verification and financial control procedures, and protect confidential information.
- Prepare AP reconciliations, schedules and supporting documentation for month-end, year-end and audits, identifying discrepancies for follow-up.
- Provide accounts receivable and bank reconciliation support and coverage as required, including investigating differences and preparing supporting records for review.
- Provide payroll support and coverage as required, following established procedures, confidentiality requirements and independent review controls.

- Maintain working knowledge of related accounting functions through cross-training and provide financial and administrative support as assigned by the Finance Manager.
- Perform other related duties within the general scope and skill level of the position, as assigned.

Qualifications:

Required Education and Experience:

- Certificate or diploma in Accounting, Bookkeeping, or related field preferred.
- Minimum of 1–2 years experience in an accounts payable or financial clerical role.
- Experience with First Nations financial management practices considered an asset.
- Valid Class 5 Driver's License.
- Criminal Record Check (to be completed upon hiring).

Required Knowledge, Skills, and Abilities:

- Attention to detail and high level of accuracy in data entry and document review.
- Knowledge of basic accounting principles and practices.
- Proficiency in accounting software and Microsoft Office.
- Effective communication and interpersonal skills.
- Organizational skills and ability to manage multiple tasks and deadlines.
- Professionalism and discretion in handling confidential financial information.
- Knowledge of First Nation governance structures and community engagement practices.
- Sensitivity and understanding of the unique cultural environment of a First Nation organization.

Wage: $28.63 – $34.18 Hourly, commensurate with experience and qualifications.

Comprehensive Benefits Package, including**:**

- Medical, Dental, Disability, and Life Insurance coverage.
- 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 Yaq̓it ʔa·knuqƛi'it values.

Application Process: Please send your resume and cover letter by **December 7, 2026**, at **8:30am (MST)** to

Email: hr@tobaccoplains.org

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