



Bonaparte Indian Band

2689A Sage Hill Rd.
Box 669, Cache Creek, BC V0K 1H0
Tel: (250) 457-9624 Fax (250) 457-9550

July 26, 2017

Employment Training Opportunity – Internal/External Posting

The Bonaparte Indian Band is working towards building capacity within the community amongst its members and is seeking a community member who is qualified and looking to secure full-time employment in a career in Finance. For those not qualified, but are still interested in a career in Finance and looking for employment, we encourage you to apply as well. If a qualified person within the community is not found then the Bonaparte Indian Band will hire and train the right person for the job who is willing to commit to training and a learning plan? Training will be provided in Accounts Receivable. Are you reliable, possess strong interpersonal skills, organized, adaptable, like attention to detail and you want to be part of an enthusiastic team, please consider this opportunity to join us as an Accounts Receivable Clerk.

Position Title:	Accounts Receivable Clerk	Department: Finance
Status: 1yr employment, full-time	<i>Note: this position will turn into a full-time permanent position if the successful candidate completes training, follows through with a learning plan and/or the results of an employee evaluation of performance to be conducted after a three month probation period and at the end of the first year are both positive.</i>	Responsible and reports to: Finance Manager
Hours of Work:		Salary: BIB's Salary Grid
Location:	2689A Sage Hill Road	Closing Date: 4pm, August 10, 2017

The Bonaparte Indian Band offers a competitive compensation and benefits package as well as a great team and respectful work environment. If you are qualified and looking for an exciting and rewarding career as a Chief Financial Officer **send a resume and covering letter to the attention of:**

Joe Johnson, Band Administrator
Bonaparte Indian Band

Mail: PO Box 669 Cache Creek, **Fax:** (250) 457-9550
BC V0K 1H0 **Email:**
In Person: 2689A Sage Hill Road, Bonaparte Indian Reserve #1

The Bonaparte Indian Band provides equal employment opportunities to all, regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, political belief, creed, disability that does not prohibit performance of essential job functions or that cannot be accommodated, or conviction for which a pardon has been granted. However, where all things are equal, two or more applicants have comparable or equivalent skills and qualifications, preference shall be given, in the following order, to persons with specific knowledge of and/or experience of Bonaparte's language, culture, history and customs; persons of Aboriginal, Métis or Inuit ancestry; and all others. We thank all those who apply; however, only those candidates selected for interview will be contacted.

Accounts Receivable Clerk Job Summary:

The Accounts Receivable Clerk's position within Bonaparte Indian Band's finance department is an entry level position. Basic principles and theory of accounting are required to do the job effectively. This position provides financial, administrative and clerical support by posting customer payments by recording cash, cheques and electronic payments. Ensuring revenues are recorded in the correct period earned and updating and maintaining receivables. This position requires regular monitoring of all Band receivables, sending out monthly statements and collecting on accounts by sending bill reminders and communicating with external parties. The Accounts Receivable Clerk records and verifies revenues and creates invoices according to Bonaparte Indian Band's established policies and procedures in an efficient, timely and accurate manner. The Accounts Receivable Clerk reports directly to the Finance Manager and is responsible for providing financial, administrative and clerical services. The Accounts Receivable Clerk is required to work within a team environment, will be required to complete a learning plan and be responsible for all the duties delegated and assigned by the Finance Manager.

Core Competencies required to be successful in this position:

- Financial Accounting & Reporting
- Review & Analysis
- General Business
- Information Technology
- Continual Learning
- Mathematical reasoning
- Time Management
- Measuring & Monitoring
- Communicating
- Decision Making
- Organization & strategic leadership
- Operating office equipment
- Customer/Client Focus
- Ethics, Trust & Integrity
- Problem solving
- Professional Development
- Self-Evaluation
- Teamwork
- Accountability & Dependability

Training

A commitment to learning and following through with a learning plan is required. Travel out of town will be required to attend workshops and training courses.

Duties/Responsibilities:

The Finance Manager will assign and delegate duties that may include and is not limited to the following responsibilities and duties:

- Performing daily routines – checking email, responding to correspondence, prioritizing daily and weekly work assignments, managing timelines, data entry, obtaining proper approvals, consulting with managers and staff, cheque runs, filing, etc..
- Data entry includes recording financial transactions of the Band within the xyntax accounting software, tracking and recording of all Band revenues.
- Prepare invoices for monthly collection of various sources of income (funding, rental, sales, services rendered etc.).
- Collect on accounts by sending bill reminders and communicating with customers via phone, email, fax or mail. Coordinate with a third-party collection agency for severely delinquent accounts.
- Record payments by entering them into xyntax accounting software. In general, you must include the date paid, amount, method of payment and any balance due and scan supporting documents.

- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted. Research any discrepancies by checking bills, invoices, sales receipts and bank deposit records.
- Review aged accounts receivable listing to determine if any adjustments are required for uncollectible amounts.
- Compare budgeted revenue to actual revenue received. Follow up on discrepancies.
- Review funding agreements from all sources to ensure funding has been received. Prepare reconciliations of significant funding received during the year.
- Post monthly recurring entries (posting of INAC and FNHA revenue).
- Reconcile balance in accounts receivable subledger to the general ledger.
- Review aged accounts receivable listing to determine if any adjustments are required for uncollectible amounts.
- Review transactions close to March 31st to ensure they are reported in the proper period.
- Generate monthly, quarterly or annual financial statements and reports detailing paid and unpaid invoices and other accounts receivable activity.
- Work closely with Housing Manager to record and collect rents for housing.
- Knowledgeable of all revenue and accounts receivable codes within the chart of accounts and ensures proper coding and posting to the correct accounts.
- Work with managers on correcting coding errors and post redistribution of invoices to correct errors.
- Assist with preparing for year end.
- Ensuring the strict confidentiality and privacy of financial records and maintaining filing systems to organizational standards.
- Adhere to all organizational and financial policies and follow established procedures.
- Participate in required meetings providing input and recommendations.
- Cross-training in other functions of the finance department, such as accounts receivable and payroll, to provide additional support, as well as coverage for vacation and sick leave purposes.
- Perform other accounting duties as assigned.
- Provide accurate and effective document preparation and records management relative to the accounts receivables function in accordance with records retention policies and procedures.
- Protect organization's value by keeping information confidential.
- Update job knowledge by participating in educational and training opportunities.

Accountability

The Accounts Receivable Clerk is accountable to the Finance Manager

Reporting

- Directly reports to the Finance Manager
- Assists with monthly, quarterly and annual reporting to Chief & Council, the Finance & Audit Committee, and external funding agencies
- Assists with quarterly and annual reporting to the Community

Relationships

Internally

- Chief & Council
- Finance & Audit Committee
- Senior Management
- Staff

Externally

- First Nations Governments and organizations
- Municipal, Provincial and Federal Government Agencies
- Non-Governmental Funding Organizations
- Community members

Decision Making

- High degree of trust and confidentiality
- Detail oriented and accurately processing and prioritizing information
- This department must exercise objectivity and transparency
- All processes and systems are based on financial and administrative policies and procedures.

Qualifications/Requirements:

Minimum Academic/Educational Requirements

- Grade 12 Diploma and/or an equivalent combination of education, training, and experience, preferably in accounting or financial field;
- Bookkeeping Certificate (Financial Accounting Level 1) an asset, but not required while training for position

Other Certification, Licenses, Designations and/or Training

- Must possess a valid class 5 BC driver's license
- Proficiency with computer applications, MS Office and similar software
- Ability to pass a Criminal Record Check

Specific Job Skills and Levels

- Must possess good interpersonal and communication skills - oral and written
- Ability to maintain positive, professional working relations with staff, community and the general public
- Conflict resolution and moderation skills
- An understanding of relevant legislation, policies and procedures
- An understanding of the roles and responsibilities
- Cross cultural sensitivity and awareness and either have, or quickly develop, an awareness of the community and local families as well as a local, regional and territorial awareness
- The ability to quickly develop knowledge of Bonaparte Indian Band's laws, policies, procedures and programs

Personality Traits (required to be successful in this position)

- Maintains standards of conduct
- Takes initiative
- Demonstrates sound work ethics
- Consistent
- Consideration
- Ability to prioritize
- Friendly & Courteous
- Honest
- Diplomatic
- Patient & Assertive
- Flexible to meet timelines
- Respectful and culturally sensitive to indigenous issues

Assets:

- Knowledgeable of First Nations, or specifically the Bonaparte Indian Band, communities & history

Working Conditions:

- Public administration – fast-paced, multidisciplinary environment
- Busy office setting
- Constant time pressures to organize and meet deadlines
- High volume of communication demands (telephone calls, emails, fax)
- Manual dexterity required to use desktop and peripherals
- Exposure to fatigue and strain from prolonged periods of sitting and keyboarding
- Exposure to stress related time pressure, multiple demands,
- Occasional travel as required
- Overtime may be required