



Little Shuswap Lake Indian Band

1886 Little Shuswap Lake Rd

Chase, BC V0E 1M2

Ph: (250) 679-3203 Fax: (250) 679-3220

DEPARTMENT: Accounting

JOB POSTING: Accounts Payable

Job Summary

The Accounts Payable Clerk will work under the direction of the Accounting Manager

Eligibility Requirements

- All potential candidates will possess a valid Class 5 BC Driver's License
- All potential candidates will possess a criminal record check
- Preference will be made for applicants who are Little Shuswap Lake Band members

Essential Functions & Responsibilities

Accounts payable clerk means a person whose duties include, but are not limited to the operation and maintenance of specific accounting duties for the community of LSLIB which include;

- Review supplier invoices to ensure proper authorization and coding
- Input supplier invoices
- Process payment of supplier invoices based on the weekly scheduled cheque run
- Assist the accounting manager on special projects
- Maintain proper, current filing of invoicing, payments and cheque requests
- Responsible for full cycle accounts payable
- Provide relief to the reception answering phones as required

Knowledge and Skills

- Successful applicants will possess experience and post-secondary certification associated with accounting
- Successful applicant will be trained on the job

Other Requirements

- All potential candidates will cross train in other areas of accounting as required
- Reliable and dependable
- Self-motivation and initiative are mandatory because of the general independence of the job
- Ability to work in a team environment
- Flexibility to adapt to changing work priorities
- Good judgment must be exercised at all times
- Physically able to perform responsibilities of the position
- Minimum Grade 12 education



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Term of Position

Start Date: As Soon As Possible

Please contact: **Sherry Geddes**, Accounting Manager

In person: 1886 Little Shuswap Lake Rd

By Fax: (250) 679-3220

By email: sgeddes@lslib.com

Subject Line: Accounts payable position

DEADLINE FOR APPLICATIONS: 4:30 pm April 18, 2017