



Stó:lō Service Agency - Human Resource Office

Building #8-7201 Vedder Road  
Chilliwack, BC V2R 4G5

September 29, 2022

**FINANCE CLERK**  
**(EXTERNAL)**

Stó:lō Service Agency requires the services of a qualified **Finance Clerk** to fill a vacancy with the **Finance Department**. Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry. Please self-identify on your cover letter or resume.

The Finance Clerk will perform accounts receivable and payable duties, contract administration and provide administrative support to the Financial Services Staff of the Finance Department. Under the supervision of the Finance Director, the Finance Clerk will assist in the following key tasks: finance and administration support; and back-up support for finance services.

This position reports to the Finance Director. The successful candidate will work out of the Central (Chilliwack) office. Some local travel may be required for this position.

**QUALIFICATIONS/REQUIREMENTS:**

- Grade 12 Graduate with courses in Business Administration, Accounting and/or related courses.
- Experience (minimum of 2 years) working with an Accounting System.
- Experience (minimum of 2 years) in any or all of the tasks cited in the specific duties and responsibilities.
- Mathematics and computer skills (Excel/ Word/Quickbooks/Microsoft Office) are desirable characteristics supplemented by an aptitude for detailed work, ability to follow instructions, and possess basic analytical skills.
- Organized, good coordination and monitoring skills.
- Ability to work independently and with minimum supervision.
- Excellent verbal and written communication skills and proven ability to establish rapport with people of all educational and occupational backgrounds.
- Ability to maintain a healthy working relationship with staff, community representatives/members and representatives of other organizations.
- Maintain the confidentiality guidelines of all records, materials and communications concerning clients, staff and Stó:lō Service Agency
- Stó:lō Service Agency has implemented a mandatory COVID-19 vaccination policy, requiring all staff to be fully vaccinated.

**Successful candidates will be required to provide the following if screened in for an interview:**

- Proof of education
- References: Three names of recent supervisors
- Must possess and maintain a valid Class 5 BC Drivers' License
- Must successfully pass the required pre-employment RCMP Criminal Records Check.

**SALARY RANGE:**

**\$22.00 to \$27.00 based on qualifications and experience**

**TYPE OF POSITION:**

**Full-Time Position** plus benefit and subject to 3-month probationary period and planned performance evaluations

**APPLICATIONS DEADLINE:**

**4:00pm, Friday October 14, 2022**

Candidates will be screened according to the qualifications/requirements. **Interested candidates are required to submit a resume and covering letter.** Please include position title on subject line. Send to:

**Stó:lō Service Agency - Personnel Department**  
**Bldg. #8 – 7201 Vedder Road**  
**Chilliwack, BC V2R 4G5**  
**Email: [jobs@stolonation.bc.ca](mailto:jobs@stolonation.bc.ca)**

For more information about this and other employment opportunities, visit [www.stolonation.bc.ca](http://www.stolonation.bc.ca)

*We regret that we will only respond to those applicants chosen for an interview. We thank all applicants for their interest.*