



Assistant Finance Officer

The Assistant Finance Officer is responsible for maintaining financial, accounting, administrative and clerical services, as directed by the Finance Officer, in order to support the First Nations Finance Authority (FNFA) operations.

The Assistant Finance Officer reports to the Financial Officer. Duties will include, but not limited to, preparing financial reports, maintaining cash controls, accounts payable, creating and maintaining customer master records, data input and assisting in office operations. The candidate will perform moderately complex accounting work utilizing a custom designed management computer program for which training will be provided. In addition to the wide variety of accounting duties the candidate will as directed review, test and maintain accounting systems, provide backup for reception and clerical personnel.

The candidate will have effective communication skills both verbal and written, good keyboard and calculator skills, good understanding and application of generally accepted accounting practices, and good working knowledge of computer and PC applications, including Excel and Word for Windows.

The candidate should have completed formal training in bookkeeping and accounting procedures and possess a minimum of three to five years experience in an accounting role. Enrollment in the CAFM and/or CGA program is desirable. A combination of education and experience will be considered.

Salary and benefits: negotiable, depending on experience.

Please apply by February 29, 2012 by forwarding a cover letter and resume including the names of three references to:

Pam Severson
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Westbank, BC V4T 3C1

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