



Okanagan Nation Alliance

101 -3535 Old Okanagan Hwy, Westbank, BC V4T 3L7

Phone (250) 707-0095 Fax (250)707-0166

www.sylx.org

EMPLOYMENT OPPORTUNITY

Accounting Assistant 1, Accounts Payable

The Okanagan Nation Alliance (ONA) is the tribal council for the Syilx Okanagan Natin. The ONA's mandate is to advance, assert, support and preserve Syilx Okanagan Title and Rights. Further the ONA is charged with a forum to discuss positions of common concern.

Job Purpose

To perform the day-to-day accounting Accounts Payable functions as assigned.

Scope of the Position

The Accounting Assistant Payable must work collegially with the management and staff at ONA, partners and committees. The Accounting Assistant will assist the Accountant on specific roles and tasks as required.

Key Responsibilities:

Financial

Perform specific day-to-day accounting functions, including:

- Assist with the ap@syilx.org inbox for incoming invoices, account statements and internal communication.
- Assist with processing accounts payable on weekly basis, stamp and distribute invoices to departments for coding and approvals, post invoices, and assist with distribution of cheques.
- File paid invoices weekly and box year end files for storage.
- Assist Project Leads and Department Managers with expense related queries, help solve problems and discrepancies.
- Monthly posting of boat and equipment usage and mileage expenses.
- Assist with petty cash as assigned.
- Attend ONA and department staff meetings as required.
- Perform other agreed upon accounting duties as required.

Qualifications, Skills and Competencies required:

The position will require the following qualifications, values and competencies.

At least three years of experience in accounting or bookkeeping.

Knowledge, Skills and Abilities

1. Must have experience using QuickBooks software.
2. Must have strong and accurate data entry skills

3. Demonstrated experience in an accounting or bookkeeping role.
4. Must be able to take direction, work independently and in a team environment, work well under pressure, meet deadlines and must have the discipline to pay close attention to detail.
5. Must be very organized.
6. Strong verbal and written communications as well as motivational skills are critical.
7. Good judgment, tact, strong interpersonal skills, demonstrated initiative, willing to be a team player.
8. Must the ability to prioritize and manage time in order to efficiently deal with the workload expected of the position.
9. A reliable vehicle and a valid BC Driver's License.
10. Flexible work hours/willingness to work on evenings and weekend.

Hours of work: 37.5 hours per week.

Wage range: \$21.70 - \$29.36 per hour.

Job Location: Westbank, Kelowna.

Application Procedures: Please forward a current resume and covering letter to:

David Leroux, Human Resources Manager
Okanagan Nation Alliance
#101 – 3535 Old Okanagan Hwy, Westbank, BC V4T 3L7
Email- dleroux@syilx.org
Fax: 250-707-0166

COMPETITION OPEN UNTIL FILLED

Thank you for your interest. No Phone Calls Please only those short-listed will be contacted