Tsq̓éscen̓ First Nation

Finance Department

Interim Finance Assistant

Job Summary:

The Interim Finance Assistant provides day-to-day support to the Finance Department during an interim period, working closely with the Senior Finance Manager and the finance team. The role is the main point of contact for accounts payable, invoice processing, vendor inquiries, accounts receivable follow-up, and account reconciliations, while also providing administrative support. The position requires accuracy, sound judgment, and a high degree of confidentiality. The role is guided by the Secwépemc values of respect, honesty, helping one another, and doing what is right for the good of all, ensuring financial practices remain accountable to the Nation and its community priorities.

Reports to: Senior Finance Manager

Duties/Responsibilities:

Accounts Payable & Purchasing

1. Receive and verify invoices against purchase orders and requisitions for Finance Manager
2. Prepare and process the weekly cheque run, with complete file documentation.
3. Respond to vendor inquiries and resolve payment discrepancies in a timely manner.
4. Prepare requisitions for finance department supplies, equipment, and routine purchases.

Accounts Receivable & Reconciliations

5. Analyze and follow up on member and government/organization accounts receivable, and issue updated invoices as required.
6. Reconcile statements and accounts to keep balances current, including corporate credit card transactions.
7. Verify that transactions comply with financial policies and procedures and keep the Senior Finance Manager informed of any discrepancies.

Payroll, Reporting & Audit

8. Assist with payroll administration as required.
9. Prepare and organize documentation for the annual audit, and work with external auditors when required.

Records & Administration

10. Maintain organized digital and physical financial filing systems, including annual file maintenance and archiving.
11. Provide research, project, and data analysis support as required.
12. Complete special projects, miscellaneous assignments, and day-to-day office administration duties as required.

The duties listed are examples of areas of responsibility and are not intended to limit the scope of the position. All staff are expected to be team-oriented and to maintain confidentiality of all information gained while working with the Nation.

Qualifications:

- Grade 12 graduate or equivalent (required).
- Post-secondary diploma or certificate in Accounting, Finance, Business Administration, or a related field is an asset.
- Experience in accounting, including accounts payable and accounts receivable.
- Experience with fund accounting is an asset.
- Experience with Sage Intacct or comparable accounting software is an asset.
- Proficient in Microsoft Excel, Word, and standard office and records management systems.
- Experience working with or for a First Nation is an asset.

- Knowledge of First Nations financial management, funding agreements, and reporting requirements is an asset.
- Strong analytical and problem-solving skills with a good eye for detail.
- Excellent verbal and written communication skills.
- High level of confidentiality, discretion, integrity, and professionalism.
- Strong organizational, multitasking, and time-management skills, with the ability to work independently and manage competing deadlines.
- Respect for and understanding of Indigenous cultures, traditions, and governance structures.

Skills and Abilities:

- **Cultural Values** – Reflects the Secwépemc values of respect, honesty, and doing what is right in daily conduct.
- **Accuracy & Attention to Detail** – Takes care in data entry, reconciliations, and approvals, and checks work before it is final.
- **Proactive** – Follows up promptly on outstanding items, anticipates financial deadlines, and takes early action without waiting to be asked.
- **Confidentiality & Ethics** – Maintains discretion with financial and personal information and upholds the Nation's financial policies.
- **Problem Solving** – Approaches discrepancies thoughtfully and recommends practical, culturally safe solutions.
- **Teamwork** – Works collaboratively with the Senior Finance Manager, the finance team, and departments across the Nation.

Conditions of Employment:

- Must be able to obtain a fidelity bond.
- Must be able to obtain and maintain a Criminal Records Check.
- Occasional evening or weekend work may be required to support Council meetings, the annual audit, or community events.
- Travel to other locations may be required.

Term:	Interim
Schedule:	Monday to Friday – 35 hours/week
Hourly Rate of Pay:	As per the TFN Salary Grid, depending on experience
Application Deadline:	until position is filled

Cover Letter & Resume sent to:

Jackie McAbee, Senior Finance Manager
Tsq̓éscen̓ First Nation
Box 1030
100 Mile House, B.C.
finance@tsqescen.ca

Note:

As per Section 4.2 (4.2.3) of the Tsq̓éscen̓ First Nation Human Resources Policy, preference may be given to applicants of First Nations, Métis, and Inuit ancestry.

Preference may also be given to applicants who can demonstrate knowledge and/or experience with our Secwepemc language, culture, history, and customs.