

Lytton First Nation

EMPLOYMENT OPPORTUNITY

Community Store Bookkeeper Economic Development Department

Lytton First Nation (LFN) is currently recruiting for one (1) full-time Bookkeeper for the LFN Community Store. This position is classified as full-time (35 hours per week). The successful applicant will be responsible for providing the Community Store with accounting and clerical support. Key duties include accounts receivable, accounts payable, general accounting, financial reporting, banking, and assisting with special projects. The position will also involve providing updates during meetings and supporting financial processes as required.

The ideal candidate will have a background in retail store bookkeeping and demonstrate strong skills in mathematics, data analysis, and financial literacy. We are seeking an individual who can work independently with minimal supervision, while maintaining accuracy and attention to detail in all aspects of financial administration.

MAJOR DUTIES AND RESPONSIBILITIES:

- Perform all duties and responsibilities in accordance with LFN policies, regulations, and procedures, as directed by the General Manager
- Identify and communicate financial discrepancies and recommend strategies to maximize store profit margins
- Prepare cheques and Electronic Funds Transfers (EFTs) for accounts payable
- Obtain cheque signatures and disburse payments as directed
- Prepare remittance to the Receiver General for WCB, GST, and PST
- Prepare year-end financial forms and reports
- Review and code invoices for payment, ensuring invoices are matched with purchase orders and received shipping lists
- Assist on special projects and perform other duties as assigned by the General Manager
- Maintain and update filing systems (both physical and electronic) for the community store
- Assist the General Manager in preparing year-end reports
- Attend LFN Ec. Dev. Committee meetings as directed by the General Manager
- Assist with mid-term and year-end audits and inventory counts
- Prepare monthly journal entries for accounts payable and accounts receivable



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(250) 455-2304
www.lfn.band/education

JOB SKILLS:

- Experience with Adagio Accounting Program (or similar accounting program)
- Strong organizational skills with the ability to maintain accurate and up-to-date filing systems
- Ability to multi-task effectively under pressure while maintaining a high level of accuracy
- Strong analytical skills, including numerical accuracy, problem-solving, data analysis, and conflict resolution
- Ability to work independently and collaboratively as part of a team
- Demonstrated commitment to confidentiality, both on and off the work site
- Proficient in Microsoft Word and Excel
- Provide a current Criminal Record Check

EXPERIENCE CONSIDERED AN ASSET:

- One year experience in Adagio Accounting Program, or willingness to complete training
- Proven ability to multi-task effectively under pressure while maintaining a high level of accuracy
- Experience or knowledge in retail store bookkeeping and accounting
- Proficient in data entry, including processing batch/manual invoices and budgets
- Knowledge of Nlaka'pamux culture and history

Position will remain open until November 28, 2025

Apply with cover letter, resume, and current references to:
jobs@lfn.band or in person at the LFN Administration Office