



Lytton First Nation

Job Posting: Finance Clerk Assistant

Location: Lytton, BC
Position Type: Full-Time

About Us

Lytton First Nation (LFN) is a culturally grounded community with a strong identity and commitment to building a sustainable, self-sufficient future. Guided by the wisdom of our Tl'kemsin Elders and the knowledge of our leaders and membership, we strive to create a healthy economy and vibrant community for future generations.

Our mission is to strengthen community vitality by planning responsibly for the future, safeguarding our people, preserving our traditions, and ensuring long-term economic and fiscal stability. We maintain respectful, mutually beneficial relationships with local, provincial, and federal partners, supporting transparent governance and the continued growth and wellbeing of our Nation.

About the Role

The **Finance Clerk Assistant** supports the **Finance Department and Stein Valley Nlakapamux School (SVNS)** by performing a variety of payroll, accounts payable/receivable, and administrative duties. Reporting to the Finance Manager of LFN, this role helps ensure accurate financial processes, timely payments, and well-maintained financial records.

The ideal candidate is detail-oriented, organized, trustworthy, and comfortable handling sensitive financial information while working collaboratively in a First Nation environment.

What You Will Do

As the **Finance Clerk Assistant**, you will:

- Support payroll processing, including timesheet verification, cheque preparation, remittances, and year-end reporting
- Assist with accounts payable and receivable, including invoice processing, coding, payments, and recording transactions
- Maintain accurate financial records, data entry, filing systems, and confidentiality of financial information
- Assist with internal financial reports, Indigenous Services Canada (ISC) expenditure reporting, audit preparation, and other funding agencies
- Process employee expense claims, benefit enrollments, and payroll-related documentation such as T4s and ROEs
- Receive and record incoming funds and prepare correspondence and repayment agreements
- Provide administrative and project support to the Finance Manager and attend meetings as required
- Perform duties in accordance with LFN policies, procedures, and community values

What You Bring

- Completion of a high school diploma or GED equivalent
- Previous experience in a finance or accounting administrative role is an asset
- A combination of relevant education and experience will be considered
- Proficient in data entry and invoice/budget processing
- Knowledge of accounting software (e.g., Adagio, PayDirt) is an asset
- Understanding of payroll legislation, accounting principles, and financial controls

- Experience working in a First Nation environment is preferred
 - Proficiency with Microsoft 365 (Word, Outlook, Excel, etc.)
 - Strong numerical, analytical, and problem-solving skills
 - Excellent organizational and time management abilities
 - High level of accuracy and attention to detail
 - Strong written and verbal communication skills
 - Ability to work independently and collaboratively in a team environment
 - Understanding of First Nations services, cultural humility, and community-based approaches
 - Knowledge of Nlaka'pamux culture, community values, and local context is an asset
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Additional Requirements

- Ability to maintain confidentiality and professional boundaries
 - Valid BC Driver's License, and access to a reliable vehicle
 - Clear Criminal Record Check
 - Two business references (must include a direct supervisor)
 - Commitment to ongoing training and professional development
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Why Join Us?

Working with LFN means contributing to cultural oriented, secure community with a strong community identity and sense of place in a role where your leadership directly impacts the wellbeing of our Nation. You will join a supportive team rooted in our shared values of **community, innovation, integrity, service, and teamwork.**

How to Apply

 jobs@lfn.band or in person at the LFN Administration Office

Resume, cover letter, and business references

 **(250) 455-2304**

 **www.lfn.band**

Position is open until April 24th