

Lytton First Nation

EMPLOYMENT OPPORTUNITY

Community Store Bookkeeper Trainee

The **Lytton First Nation** is currently recruiting for a Bookkeeper Trainee. This position is classified as part time (20 hrs/week). The successful applicant is responsible for receiving training and providing the Community Store Bookkeeper with accounting and clerical support. Duties include accounts receivable, accounts payable, general accounting, accounting reports, and support with special projects. The ideal candidate will have an interest in mathematics, data analysis, and financial literacy. We are looking for someone who can work autonomously with little supervision.

RESPONSIBILITIES: (Training available for the right candidate)

- Perform all duties and responsibilities in accordance with Lytton First Nation policies, regulations, procedures, and as directed by the Community Store General Manager
- Identify and communicate financial leakages and find ways to maximize store profit margins
- Receive and review employee timesheets
- Prepare cheques for accounts payable
- Obtain cheque signatures and disburse cheques as directed
- Prepare remittance to the Receiver General for GST & PST
- Prepare year end payroll forms and reports
- Review and code invoices for payment, match invoices with purchase orders, and review received inventory delivery lists
- Assist the Community Store General Manager on special projects
- Maintain filing systems for the community store and update computer files
- Assist the Community Store General Manager in preparing year end reports
- Assist with mid-term and year-end audits
- Perform other duties and responsibilities as directed by the Community Store General Manager

Other Responsibilities:

- Prepare monthly journal entries: accounts payable and receivable
- Willing to take necessary training to increase job proficiencies
- Must be able to work independently with little supervision



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Phone: (250) 455 – 2304

Website: www.lfn.band

JOB SKILLS AND REQUIREMENTS:

- Experience in Adagio Accounting Program (or willing to take training)
- Experience with Microsoft Word and Microsoft Excel
- Must be able to multi-task effectively under pressure while maintaining a high level of accuracy in completing tasks
- Be organized and keep filing systems up to date
- Have experience and knowledge in bookkeeping/accounting
- Must have strong analytical, analysis, conflict resolution and mathematical skills
- Proficient in data entry, can process batch or manual invoicing and budgets
- Exceptional problem-solving skills
- Have a keen sense to maintain confidentiality both on and off the work hours, refrain from sharing information considered confidential about your company or colleagues verbally or through social media platforms
- Knowledge of Nlaka'pamux culture and history. Preference may be given to Indigenous applicants, or those with experience working with First Nations
- Ability to provide a current criminal record check.

Deadline to apply is September 24, 2025

Apply with cover letter, resume, and current references to:

Email: jobs@lfn.band or submit a copy at the LFN Admin Office.