

# Lytton First Nation

## EMPLOYMENT OPPORTUNITY

### Community Grocery Store

### Bookkeeper Trainee

### Economic Development Department

The Lytton First Nation (LFN Ec. Dev.) is currently recruiting for one (1) Bookkeeper Trainee with the Economic Development Department. This position is classified as full time (35 hrs/week). The successful applicant is responsible for receiving training and providing the Community Store Finance Officer with accounting and clerical support. Duties to include payroll, accounts receivable, accounts payable, general accounting, accounting reports, banking and special projects, providing meeting updates. 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.

#### TRAINING FOR MAJOR DUTIES AND RESPONSIBILITIES:

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



PO Box 20  
Lytton, BC  
V0K 1Z0

PHONE 250.455.2304  
EMAIL [crystal.prince@lfn.band](mailto:crystal.prince@lfn.band)  
WEBSITE [www.lfn.band](http://www.lfn.band)

**Other Responsibilities:** Prepare month journal entries and accounts payable and accounts receivable. Willing to take any training to increase job proficiencies, such as Adagio accounting program. Need to be able to work remotely and independently.

**JOB SKILLS, EXPERIENCE THAT WILL BE AN ASET**

- One year experience in Adagio Accounting Program, or willing to take training. Experience with Microsoft Word, and Excel
- Must be able to multi-task effectively under pressure while maintaining a high level of accuracy in completing tasks
- Work independently, and as a team player
- Be organized and keep the filing system up to date
- Have experience/knowledge in bookkeeping/accounting
- Must have strong analytical skills including number skills (ie. Math), problem solving skills, data analysis skills, conflict resolution skills, etc
- Proficient in data entry, and have the ability to process batch/manual invoices and budgets
- Exceptional problem-solving skills
- Have a keen sense to maintain confidentiality both on and off the work site
- Knowledge of Nlaka'pamux culture and history
- Preference may be given to Indigenous applicants, or those with experience working with First Nations.
- Provide a current criminal record check

**Apply with cover letter, resume, and 3 current references to:**

[Jobs@lfn.band](mailto:Jobs@lfn.band)

**ATTN: LFN HR Manager**

**Deadline to apply is June 28, 2024, at 4:00pm**

**Only qualified applicants who make the short list will be contacted for interviews**



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WEBSITE [www.lfn.band](http://www.lfn.band)