

# Lytton First Nation

## EMPLOYMENT OPPORTUNITY

Finance Clerk Assistant  
Finance Department

The **Lytton First Nation (LFN)** is recruiting a Finance Clerk Assistant for the Finance department. The Finance Clerk Assistant is responsible for providing administrative support to the Finance Department. This includes clerical support with filing, and other clerical duties.

### General Duties:

#### Assist with:

- accounts payable, accounts receivable, general accounting, payroll, special projects accounting, financial management, and reporting
- develop monthly expenditures, budget reports, accounts payable, expedite accounts receivable, reconcile accounts and prepare monthly statements
- In the reconciliation of bank statements, prepare bank deposits, develop and maintain accounting files and records
- Input of accounting/financial information to the database and preparation of year-end financial statements
- Participate and support the Finance Committee
- Record all accounting transactions
- Process accruals and adjustments
- Other duties as required.

### Job Skills Experience and Other Requirements

- Familiar with Adagio, Paydirt, Microsoft Office or willing to learn
- Experience in an office environment and ability to work in a fast-paced setting
- Able to multitask, proficient with time management and be an exceptional team player
- Experience or knowledge of bookkeeping, accounting, and data entry
- Good at planning, and excellent written and verbal skills.

**Deadline: Open until filled**

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

**[jobs@lfn.band](mailto:jobs@lfn.band)**

**Attention: Human Resources Manager**

**Po Box 20, Lytton BC, V0K1Z0**



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