



JOB DESCRIPTION
**LYTTON FIRST NATION
ECONOMIC DEVELOPMENT
CORPORATION**

FINANCE AND OFFICE CLERK



The Lytton First Nation Economic Development Corporation (LFNEDC) is currently recruiting for one (1) **Finance/Office Clerk**. This position is classified as part-time (less than 35 hrs/week). The successful applicant is responsible for providing accounting and clerical support to the Chief Administrative Officer (CAO) of the LFNEDC using Adagio. Duties to include: Payroll, Accounts Receivable, Accounts Payable, General Accounting, Accounting Reports, Banking and Special Projects, and meeting minutes.

Specific Responsibilities:

- Performs all duties and responsibilities in accordance with Lytton First Nation policies, regulations and procedures, and as directed by the CAO.
- Signs-up employees to Group Insurance Benefits and other payroll forms.
- Receives and reviews employee time sheets.
- Prepares payroll cheques.
- Distributes payroll cheques when not on direct deposit.
- Prepare the remittance to WCB, Receiver General, and the Group Insurance Carrier.
- Verifies the present and past employment of employees with Financial Lending Institutions, Revenue Canada, EI and other organizations as requested by the employee.
- Prepares year end payroll forms and reports.
- Reviews and codes invoices for payment, and matches invoices with purchase orders.
- Prepares cheques for accounts payable.
- Obtains cheque signatures and disburses cheques as directed.
- Records entries relating to accounts receivable, accounts payable, general accounting and payroll.
- Records incoming monies (cheques, money orders and cash)
- Assists in the development of internal accounting reports.
- Assists in the preparation of financial expenditure reports required by Funding Agent(s).
- Reconciles bank statements, and makes bank deposits.
- Files accounting documents and reports and maintains the accounting files.
- Prepares correspondence.
- Assists the CAO with financials on special projects.
- Inputs accounting-financial information into the computer.
- Maintain Filing System for LFNEDC.
- Reviews travel expense claims and prepares cheques as required.
- Assists the CAO in preparing for year-end reporting.
- Attends LFNEDC meetings as directed by the CAO.
- Performs other duties and responsibilities as directed by the CAO.
- Letter writing and repayment agreements
- Assist with Year-End Audit

Other Responsibilities: Prepare Monthly Journal Entries and Accounts Payable and Accounts Receivable, financial tasks for other sub-corporations under the control of the LFNEDC, and taking minutes. Willing to take any training to increase job proficiencies like minute taking, Adagio Accounting Program. Work remotely and independently.

Skills Required and Qualifications:

- Have a least one-year experience in Adagio, Paydirt, Microsoft Word, Excel
- Must be able to multi-task
- Work independently, and as a team player
- Have experience/knowledge in bookkeeping/accounting
- Proficient in Adagio data entry, and have 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

To apply by email send a cover letter, resume, and three (3) employment references with their contact information. Email Teri Clayton, LFNEDC CAO at cao.corp@fn.band

The deadline to apply is **August 3, 2022, at 4:00 pm.**

Only qualified applicants who make the shortlist will be contacted for interviews.