



# Lytton First Nation

## Job Posting: Bookkeeper Trainee

**Location:** Lytton, BC  
**Position Type:** Temporary Part-time

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### 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.

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### About the Role

The Bookkeeper Trainee provides accounting and clerical support to the LFN Community Store while gaining hands-on training in bookkeeping and financial administration. Reporting to the General Store Manager, this position works closely with the LFN Community Store Bookkeeper and supports day-to-day accounting operations, special projects, and administrative tasks.

This is an excellent opportunity for someone with an interest in bookkeeping, mathematics, data analysis, and financial literacy who is looking to build practical experience in a supportive learning environment.

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### What You Will Do

As the **Bookkeeper Trainee** you will:

- Prepare cheques and EFT payments for accounts payable
- Obtain required signatures and assist with disbursement of payments
- Assist with accounts receivable functions, including invoicing, payment tracking, and record maintenance
- Review, code, and match invoices with purchase orders
- Review and process inventory delivery received lists
- Assist with bank deposit preparation and counts as a witness
- Enter and maintain accurate data in accounting and filing systems
- Support mid-term and year-end audit processes
- Answer basic finance-related questions for the LFN Community Store
- Assist with scheduling meetings and internal communications
- Provide general administrative support to the accounting team
- Maintain strict confidentiality and security of financial and administrative records
- Assist with special projects and perform other related duties as assigned

### What You Bring

- Certificate or diploma in accounting, business administration, finance, or a related field (asset)
- Previous experience in bookkeeping, accounts receivable/payable, or financial administration is preferred
- A combination of relevant education and experience will be considered
- Experience using accounting software is an asset (e.g., Adagio, PayDirt)

- Experience working in a First Nation environment is preferred
  - Proficiency in Microsoft 365 applications (Word, Excel, Outlook)
  - Strong attention to detail and accuracy
  - Effective communication and interpersonal skills
  - Good time management and ability to meet deadlines
  - Strong numeracy, analytical, and problem-solving skills
  - Ability to work independently as well as collaboratively within a team
  - 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 submission of drivers abstract
  - 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.**

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### **How to Apply**

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