



TE'MEXW TREATY ASSOCIATION

Bookkeeper

Unified in our pursuit of self-governance, the Mission of the Te'mexw Treaty Association (TTA) is to negotiate just, modern-day treaties, ensuring our citizens are knowledgeable and prepared to make informed decisions.

The Te'mexw Treaty Association (TTA) is a non-profit society organized to negotiate five (5) Nation-specific modern treaties with the federal and provincial governments in the British Columbia (BC) treaty process.

For more information, please visit us at: <https://temexw.org/>

We are seeking a **Bookkeeper** to join our Head office, located on Admirals Road, reporting to the Finance and Operations Manager. Reporting to the Finance and Operations Manager, the Bookkeeper manages the daily accounting tasks for the TTA. This includes entering data into the accounting system, preparing bank deposits, reconciling cash transactions, conducting financial analysis, recording day-to-day transactions, and assisting with budget development and monitoring all expenditures against that budget.

Key Responsibilities:

- Perform daily accounting tasks, including processing accounts payable, reconciling bank transactions, and preparing deposits.
- Support the annual budget process and monitor variances.
- Collaborate with budget holders to establish budgets, monitoring variances, forecasts, and day-to-day accounting activities
- Maintain the Chart of Accounts and oversee software updates.
- Ensure data is accurately backed-up and that recovery procedures are followed and financial policies are reviewed regularly.
- Process payments and issue cheques, ensuring proper documentation.
- Use a corporate credit card for approved purchases.
- Maintain financial tracking spreadsheets and filing systems.
- *In the absence of the Finance Manager*, handle payroll submission and ensure compliance with legislative requirements.

Education and Qualifications:

- Post-Secondary Diploma in Accounting or related field.
- Three (3) years of progressive experience in a financial role including full-cycle accounting.

Knowledge, Skills and Abilities:

- Knowledge of Generalized Accepted Accounting Principles (GAAP).
- Knowledge of the finance and accounting requirements of the BC Treaty Commission.
- Experience with budgeting, payroll administration, and financial software (Sage 300).
- Proficiency in MS Office (Word, Excel, Outlook).
- Working knowledge of applicable statutory legislation and regulations.
- Basic understanding of the BC Treaty process.
- Respect for TTA Member Nations' culture and protocols.
- Strong problem-solving, analytical, written, and communication skills.
- Ability to work independently and as part of a team.
- Experience working with Indigenous communities is an asset.
- Valid class 5 B.C. driver's license and access to a vehicle.

Compensation

This in-person part-time role (9:00am-3:00pm, Mon-Fri) offers \$23-\$28/hour and includes health/dental benefits, generous vacation, free parking, and coffee. There is potential for full-time employment with additional project coordination responsibilities.

Submit your resume and cover letter in confidence to
victoriabookkeeperrecruitment@gmail.com.

We thank all applicants for their interest; only qualified candidates will be contacted.