



OLD MASSETT VILLAGE COUNCIL

P.O. BOX 189, OLD MASSETT,
HAIDA GWAI, V0T 1M0
TEL: (250) 626-3337 • FAX: (250) 626 5440
TOLL FREE: 1-888-378-4422

FINANCE CLERKII

Job Title: Finance Clerk II

Hours: 35/wk

Salary: \$25.33

Term: Full-time

Who we are:

The Old Massett Village Council is a community of 1500 members on Haida Gwaii and an overall membership of approximately 3200 members. We are located on the beautiful North Coast of Haida Gwaii and are stewards of 29 Reserves with various land base sizes. We have approximately 70-100 full and part-time employees. General operations are comprised of, but not limited to, Operations, Maintenance, Finance, Housing, Registry, Education, Social Development, and Economic Development.

Purpose of Position:

The Financial Assistant will primarily assist the Finance Manager with the function of financial reporting by performing payroll, accounts payable and receivable functions, general ledger data entry, bank deposits, and financial reconciliation. The incumbent will review and file contracts and assist with budget preparation. May be required to participate in and take minutes at finance meetings.

Qualifications:

Minimum Requirements

- Completion of or working toward recognized certification in bookkeeping/accounting
- Grade 12 graduation or equivalency
- Excellent computer skills and proficiency in operations and networking
- Criminal Record Check

Knowledge, Skills, and Abilities:

- Knowledge and understanding of Haida culture
- Strong written and interpersonal communication skills and the ability to work effectively with a variety of people and circumstances
- Proficiency in Microsoft Excel and the development of spreadsheets
- Working knowledge of Microsoft Office Word
- Possess accurate data entry skills
- Knowledgeable in the use and operation of office equipment
- Good organization, time management and prioritizing skills
- Ability to maintain a professional demeanor and confidentiality
- Ability to work independently
- Able to work a flexible work schedule
- Able and willing to participate in training programs as required

Primary Responsibilities:

- Assist with financial reporting by entering data into the Adagio accounting and reporting system, ensuring records are accurate and balanced
- Assist with spreadsheet development, functions and financial reconciliation

- Perform financial and bank reconciliations as required
- Hiellen bookings and receipts
- Invoice customers on a regular basis and post receipt of cash to the individual accounts
- Maintain a Schedule of Accounts Receivable to be updated monthly with a copy of ending balances, provided to the Finance Manager and Band Administrator on a quarterly basis, and the Auditor annually
- Receive cheques and cash, ensuring that receipts are recorded and disbursed as required and that funds are secured and deposited to the bank on a regular basis
- Develop and maintain a record of GST and PST paid and collected for the fiscal year, with supporting documentation, in preparation for Audit
- Perform accounts payable, payroll, reception and financial management duties as needed for staff relief
- Develop and maintain a record of Chief and Council travel claims and reimbursement
- Reconcile the receipt of travel reimbursements to travel claims of Council
- Be responsible for authorized MasterCard expenditures, providing receipts and a reconciliation to the Finance Manager on a monthly basis
- Adhere to the *OMVC Conditions of Employment*
- Maintain strict Confidentiality of client, staff and organizational information.
- Perform other related duties, as appropriately assigned by the Finance Manager

Application Deadline: April 18, 2025 at 4:00pm

How to Apply: Please submit cover letter and resume to reception@omvc.ca or in-person at the Band Office located at 348 Eagle Ave.

Subject line must read: Finance Clerk II Application

Pursuant to section 41 of the B.C. Human Rights Code, preference may be given to applicants of Aboriginal Ancestry.

Only applicants to be interviewed will be contacted

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