

REPORTS TO: FNPSS Director or Delegate
TERMS: Full-Time Employment Agreement
LOCATION: West Vancouver, BC (Hybrid)
HOURS OF WORK: Monday to Friday 8:30 a.m. to 4:30 p.m.
DEADLINE: June 24th, 2024.

About First Nations Public Service Secretariat

Full time Accounting Technician needed ASAP to support the First Nations Public Service Secretariat (FNPSS) initiative within the First Nations Summit Society (FNS).

The First Nations Public Service Secretariat's (FNPSS) mission is to strengthen and enhance capacity in First Nations communities and organizations, on an individual and Nation level.

HOW WE DO IT

- FNPSS listens to BC First Nations to define our priorities and our work.
- We bring First Nations experts and partner organizations together to make training opportunities more readily available to BC First Nations.
- We develop new tools and training, and tailor existing ones to better meet the needs of BC First Nations.
- We support coordination across organizations to avoid duplication and identify and address gaps.

If you're passionate about driving positive change for First Nations and are looking for a rewarding career with ample opportunity to grow with us, we encourage you to join our team!

About the role

The Accounting Technician is crucial to our operations and assists with full-cycle accounting needs. The Accounting Technician ensures FNPSS has financial information that is timely, accurate, and can be fully relied upon to support the needs of operational management and strategic planning of the organization. The Accounting Technician works directly with FNPSS executive, staff, BC First Nations and other levels of government.

The position will require an individual who shows strong judgement, integrity and discretion. We are looking for someone with a strong attention to detail, excellent written and verbal communication skills; and strong organizational skills with the ability to balance multiple competing priorities.

ABOUT YOU

- You're organized and resourceful, enabling you to multitask effectively in a fast-paced environment.
- You have a strong work ethic and are committed to everything you do.
- Your keen eye for detail allows you to catch little things that might go unnoticed by others.
- You're loyal to the core - dedicated, reliable, and willing to go above and beyond to ensure that both the team and FNPSS are successful.
- You're self-motivated and independent but you won't hesitate to jump in and support others on the team.
- You're passionate about supporting and empowering First Nations peoples and have a desire to contribute to positive change.

A DAY IN THE LIFE

- Lead and own all things accounts payable and receivable, including tracking and reporting of funding proposals / grants.
- Ensure the seamless processing of benefits for our team, assuming the role of liaison for employee group benefits and maintaining employee personnel files.
- Channel your financial skills as you assist in preparing audit documents, financial reviews and statements, and quarterly reports, contributing to the overall financial operations of the organization.
- Navigate banking and credit card transactions with precision, keeping an eye on our financial pulse.
- Reconcile accounts monthly, promptly addressing any discrepancies to ensure financial accuracy.
- Generate and distribute invoices for services provided, maintaining compliance with FNS guidelines, handling inquiries professionally and with cultural sensitivity.
- Proactively identify opportunities to streamline processes and enhance efficiency, staying in line with company financial policies.
- Uphold respect for First Nation cultural values in all financial interactions.
- Harness your multitasking skills to manage various tasks within your purview, including cash management, process documentation, and records management.

WHAT YOU BRING TO THE TABLE

- At least 2-3 years of experience in an accounting or bookkeeping role, with experience conducting basic related functions.
- Completion of a bookkeeping diploma, certificate, or equivalent experience as outlined above.
- Excellent interpersonal skills that enable you to make connections with people easily.
- An exemplary level of professionalism that is evident in every interaction.
- Exceptional verbal and written communication skills with a keen eye for detail.
- Experience with navigating accounting software and spreadsheet programs (i.e., Microsoft Excel).
- Robust analytical thinking skills to navigate complex scenarios and make informed decisions.
- Ability to translate policies into action, showcasing an adeptness at interpreting and implementing guidelines with precision.
- Demonstrate strategic thinking, sound judgement, and discretion while maintaining a high level of integrity, dependability, flexibility, and reliability in all aspects of the role.
- A deep understanding of and appreciation for the First Nations (specifically BC First Nations communities) culture, history, and traditions, fostering an environment of cultural sensitivity and respect within the workplace.

NICE TO HAVES

- Experience working in a First Nations or Indigenous setting.
- Alternatively, experience working in a non-profit organizational setting would be a bonus.
- Completion of additional professional development courses, either related to the role or generic in nature, showcasing a commitment to ongoing learning and skill enhancement.

OUR COMMITMENT TO YOU

We're committed to our small but mighty team and taking care of our people. In addition to joining an organization that values you, your contributions, and your growth, some of the benefits you will receive include:

- Our compensation package is designed to reflect your skills, experience, and the value you bring to our organization.
 - Compensation range: **\$66,915**.

- A hybrid work environment and schedule, ensuring a balanced and flexible work environment.
- Extended health benefits and dental plan to value the wellbeing of you and your family.
- A fulfilling and meaningful work environment where you will have the opportunity to contribute to positive change for First Nations communities.
- A culture that values diversity and inclusion and fosters a sense of belonging for all employees.
- Collaborating alongside a tight-knit and supportive team who are passionate about what we do.
- Experience the invigorating energy of collaborating with colleagues in the office!

We welcome applications from all qualified candidates. At our core, we cherish our identity as a First Nations workplace and strive to preserve and amplify the rich cultural tapestry within our organization that reflects our communities. As such, we particularly encourage individuals who identify as First Nations and Indigenous to apply.

If this sounds like what you're looking for in your next opportunity, we want to hear from you!

Apply with your resume including references and cover letter today:

careers@fns.bc.ca