



JOB OPPORTUNITY – Accounts Payable & Payroll Administrator

Permanent Full-Time Position

The Coastal First Nations - Great Bear Initiative (CFN-GBI) has an exciting and unique opportunity for a full-time Accounts Payable & Payroll Administrator to join our dynamic team in Vancouver.

About the Coastal First Nations – Great Bear Initiative

The CFN-GBI is a not-for-profit Society established in 2003 that is owned and operated by a unique alliance of First Nations on British Columbia's North and Central Coast and Haida Gwaii. The alliance includes Wuikinuxv, Heiltsuk, Kitasoo/Xaixais, Nuxalk, Gitga'at, Metlakatla, Old Massett, Skidegate, Gitxaala and the Council of the Haida Nation. The principal goal of this group is to restore and implement ecologically, socially, and economically sustainable resource management approaches on the Central and North Coast and Haida Gwaii. For more information on the Coastal First Nations please see www.coastalfirstnations.ca

The Opportunity

Reporting to the Senior Bookkeeper and working closely with the staff team and with other individuals who implement the GBI's projects, the primary responsibilities of the position include day-to-day accounts payable, bookkeeping, payroll, and maintenance of files and source documents for GBI and the Great Bear Business Corporations. A full description of the job is available at www.coastalfirstnations.ca.

Required qualifications for the position include completion of Grade 12 and post-secondary certification in bookkeeping/financial administration or a minimum five years' hands-on full-cycle bookkeeping experience (non-profit or construction industry an asset) and a minimum of five years' experience in accounts payable, payroll administration and office administration. Experience working in a not-for-profit organization and working in a cross-cultural environment would be considered an asset.

To be successful, you must have sound knowledge of the principles of financial accounting; proficiency in the use of accounting software, Microsoft Office applications (particularly Excel), Adobe, email management and the internet; be an excellent communicator; detail oriented, patient, and have a reputation as being analytical, a collaborative problem solver and a team player. Experience working with QuickBooks Enterprise software would be considered an asset.

CFN-GBI hires on the basis of skills, ability and qualifications. The ideal candidate for this position would have knowledge of Indigenous cultures, especially those of BC North and Central Coast Nations. Salary will be commensurate with experience and qualifications within the range of \$42,483 to \$49,980 per annum. Please note: in support of our strategy to achieve our employment goals for Aboriginal peoples, qualified Indigenous applicants, particularly from the CFN-GBI alliance Nations will be given priority.

Please also note that all CFN-GBI staff are currently working from home and will continue to do so until the COVID-19 situation has resolved to the satisfaction of Provincial Health Authorities, management and staff. The successful applicant is expected and must be willing to do the same, working with a paperless system, able to work remotely and competent in the use of Zoom and TeamViewer.

CFN-GBI offers a competitive compensation package and an engaging work environment. Qualified applicants should email a cover letter and resume to susangney@gmail.com, to the attention of Susan Ney, CFN-GBI HR Consultant as soon as possible. The posting will remain open until filled. Note: Only those shortlisted will be contacted.