



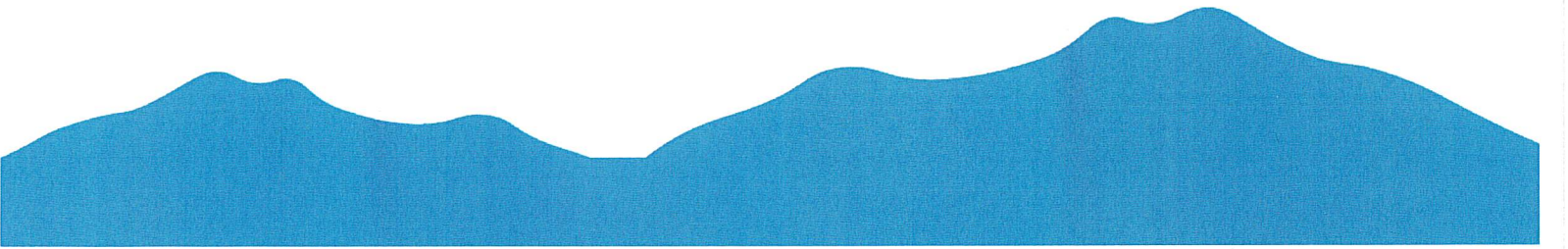
APRIL 29, 2026



OPEN POSITIONS:

✓ Human Resources Coordinator

✓ Accounting Clerk 1



	JOB POSTING
	<p>Human Resources Coordinator Department: Administration Reports to: HR Manager</p>

Who We Are

We, the We Wai Kai, embrace our language and culture to build a proud, healthy, safe, and self-sufficient community. We support and encourage each other to thrive through following the footsteps of our ancestral history, as stewards of our lands and waters, while balancing our role in modern day society.

Today, we are proud of our efficient government operations, ensuring a high quality of life for our members. To enhance this, we are also focused on existing and emerging economic development opportunities that will position us for continued growth and re-investment in our community. We pride ourselves on being a strong, self-sufficient Nation and look forward to what the future holds.

Position Summary

We Wai Kai Nation is seeking a detail-oriented and service-focused HR Coordinator to provide administrative and operational support to the Human Resources function across We Wai Kai Nation’s Administration and business entities.

This role is essential to maintaining accurate HR records, supporting recruitment and onboarding, coordinating benefits administration, assisting with workplace injury and return-to-work documentation, and supporting the HR Manager with HR processes and day-to-day employee inquiries.

Responsibilities:

Administrative & HR Operations Support

- Maintain confidential HR files, digital records, and tracking systems with a high degree of accuracy.
- Prepare HR documentation using approved templates, including:
 - Offer letters
 - Employment contracts
 - Orientation packages
 - Draft correspondence related to expectations and required discipline
- Manage the HR inbox, schedule meetings, coordinate HR-related appointments, and respond to general inquiries.
- Assist with gathering documentation and organizing materials to support workplace investigations and HR case files.
- Prepare HR reports, spreadsheets, and data summaries as requested.

Recruitment & Onboarding Support

- Draft and post job advertisements across approved platforms.

- Coordinate recruitment administration including applicant tracking, scheduling, and candidate communication.
- Coordinate interviews, reference checks, and onboarding activities.
- Prepare onboarding paperwork and set up employee files, checklists, and HRIS entries.

Benefits & Payroll Administration Support

- Support benefits administration including enrollments, changes, and terminations.
- Track eligibility dates, probation completion, and benefit start dates.
- Respond to basic benefit-related inquiries.
- Support payroll administration by assisting with documentation and reporting
- Liaise with external providers and service partners for documentation support and claims coordination.

Workplace Injury / Return-to-Work Support

- Assist with completing and submitting incident and injury documentation as required.
- Track workplace injury claims and maintain organized files and status updates.
- Support return-to-work coordination by preparing documentation, tracking follow-ups, and assisting with scheduling.
- Assist with safety-related administrative support such as training record tracking and committee coordination.

HRIS Implementation & HR Systems Support

- Support HRIS implementation activities including file cleanup, data entry, and record validation.
- Assist with HRIS data migration, system testing, and ensuring accurate employee records.
- Maintain accurate HRIS entries and support ongoing system updates and reporting.

Qualifications & Experience

- Certificate or diploma in Human Resources, Business Administration, or a related field is preferred.
- 1–3 years of experience in an HR support, payroll support, or administrative role.
- Strong organizational skills and attention to detail, with the ability to manage competing priorities.
- Strong written and verbal communication skills.
- Proven ability to maintain confidentiality, discretion, and professionalism.
- Proficiency with Microsoft Office (Outlook, Word, Excel). Experience with HRIS systems is an asset.

Skills & Competencies

- Strong administrative capability and ability to work in a fast-paced environment.
- Working knowledge of HR best practices and employment-related documentation.
- Familiarity with workplace policies and HR compliance requirements is an asset.
- Ability to work respectfully and effectively with employees, leadership, and community members.
- Strong judgment, professionalism, and sensitivity when handling confidential matters.

- Ability to follow established processes and contribute to improving systems over time.
- Experience working in an Indigenous governance or community environment is considered an asset.

This position is nominally scheduled to work Monday to Friday dayshift 8:30am – 4:30pm but will often require flexibility and additional time to deliver its supportive mandate. Works independently and collaboratively inclusive of regular supervision.

Job Type: Full time, Permanent

Hourly Wage: \$32 - \$41 per hour

Benefits: Extended Health and Dental, Virtual Health Care

Pension: Generous pension matching contributions of up to 9%

To apply, please submit your resume and cover letter directly to careers@wewaikai.com.

We Wai Kai Nation is an equal opportunity employer and is committed to fostering an inclusive, respectful, and barrier-free workplace. We welcome applications from all qualified individuals.

As permitted under applicable law, We Wai Kai Nation gives preference to qualified Indigenous applicants. Applicants are encouraged to self-identify in their application.



JOB POSTING

Accounting Clerk 1

Department: Finance Department

Reports to: CFO

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Position Overview

Reporting to the CFO, the Accounting Clerk 1 is responsible for supporting the day-to-day financial operations of We Wai Kai Nation, with a primary focus on Accounts Payable processing and general bookkeeping functions. This position plays an important role in ensuring accurate financial data entry, timely vendor payments, and well-organized financial records.

The Accounting Clerk 1 will also provide cross-functional support and coverage across other finance functions, including Payroll and Accounts Receivable, contributing to efficient operations and continuity across the finance team. This role is well-suited for a developing bookkeeper who is technically capable, adaptable, and interested in professional growth.

This job description provides a general overview of the duties and responsibilities of the Accounting Clerk.

Responsibilities

Accounts Payable

- Receive, review, verify, code, and enter vendor invoices into the financial system.
- Ensure invoices are matched with purchase orders, receiving documentation, and approvals as required.
- Confirm invoices comply with Nation policies and financial procedures.
- Maintain accurate vendor files and supporting documentation.
- Prepare Accounts Payable payment batches and ensure payments are processed accurately and on schedule.
- Coordinate payment timelines and ensure appropriate approvals are obtained prior to issuing payment.
- Respond to vendor inquiries and resolve invoice discrepancies in a professional and timely manner.
- Reconcile vendor statements and follow up on outstanding credits, missing invoices, or disputed charges.

General Accounting & Bookkeeping Support

- Ensure source documents are accurately entered into the financial system.
- Assist with General Ledger coding accuracy and prepare basic journal entries as assigned.
- Assist with reconciliations of assigned accounts, including vendor accounts and clearing accounts.
- Maintain bookkeeping for Cape Mudge cigarette accounts (or other assigned program accounts).
- Support accurate recordkeeping and audit readiness through consistent documentation standards.

Payroll Support (Cross-Training / Backup)

- Provide clerical and administrative support to payroll processes as required.
- Assist with tracking approved payroll documentation (timesheets, leave forms, benefit changes).
- Assist in maintaining secure filing and documentation related to payroll records.
- Support payroll coverage during absences as directed by the CFO (training will be provided).
- Accounts Receivable & Cash Receipt Support (Cross-Training / Backup)
- Assisting with customer/client invoicing and receipt tracking.
- Assist in preparing deposits and supporting cash receipt documentation.
- Assisting with Accounts Receivable follow-up and maintaining accurate AR records.
- Supporting internal departments with billing and payment-related inquiries.

Reporting & Month-End Support

- Assist with month-end tasks such as reconciliations, documentation gathering, and filing.
- Support internal reporting needs related to AP activity, invoice tracking, and spending summaries.
- Identify and report coding issues, missing approvals, or irregularities to the CFO.

Process Improvement & Systems Support

- Support continuous improvement of finance workflows to increase efficiency and accuracy.
- Participate in process improvement initiatives such as AP automation, workflow approvals, and digitization of files.
- Assist with developing and maintaining checklists and written procedures to support cross-training and coverage.
- Support finance software changes and system upgrades, including ERP improvements.

Confidentiality & Privacy

- Maintain strict confidentiality of financial and personal information.
- Ensure financial documents are securely stored and accessed only by authorized personnel.
- Follow all Nation policies related to privacy, confidentiality, and records management.
- Handle sensitive financial data with integrity, discretion, and professionalism.

Collaboration & Team Support

- Work collaboratively with Finance team members to ensure consistent practices and strong coverage.
- Communicate respectfully with vendors and internal departments regarding invoices, documentation, and approvals.
- Assist other Finance team members during peak periods or staff absences.
- Contribute to a positive, team-oriented environment focused on shared success and service excellence.

All employees working for We Wai Kai Nation are required to work collaboratively and supportively to achieve the overall goals of the Nation. As such, employees are expected to work outside of their

own jobs and job descriptions from time to time to achieve the goals of the organization. Job duties and work schedules may be changed from time to time to achieve these goals.

Confidentiality and Privacy

In the course of working for the Nation, employees may become aware of confidential business and personal information, including information about other employees and community members. This information may not be disclosed without prior written permission. All employees must be aware of and adhere to the applicable privacy and confidentiality policies and procedures of the Nation.

Key Contacts

- Vendors
- CFO and other Finance staff
- Executive Director
- Department managers and staff

Qualifications

- Post-secondary accounting coursework is an asset.
- Minimum 2–4 years of experience in bookkeeping, Accounts Payable, or an accounting clerk role.
- Working knowledge of Accounts Payable processes and financial controls.
- Strong computer skills and intermediate to advanced knowledge of MS Office.
- Ability to manage deadlines and maintain accuracy in a fast-paced environment.
- Strong organizational skills, attention to detail, and reliability.
- Ability to work independently and collaboratively as part of a team.
- Clean criminal record check.
- Experience using Adagio accounting software is an asset.
- Experience with finance system upgrades, ERP implementation, or workflow automation.
- Experience working in First Nations administration, funding environments, or government reporting contexts.
- Familiarity with AP automation, paperless documentation systems, and process improvement initiatives.
- Understanding of Indigenous Services Canada (ISC) funding environments and reporting.

Personal Attributes

The ideal candidate will have a strong bookkeeping foundation and a willingness to learn and grow professionally. They will be adaptable, flexible, and comfortable working in a changing environment, with a strong work ethic and a high level of accountability. The successful candidate will demonstrate professional communication skills, a customer service mindset, and a team-oriented approach, including a willingness to support cross-coverage responsibilities. Sound judgment and the ability to maintain confidentiality when handling sensitive financial and personal information are imperative.

Physical Requirements and Working Conditions

This position is nominally scheduled to work Monday to Friday dayshift but will occasionally require flexibility and additional time to deliver its leadership mandate. Works independently and collaboratively inclusive of regular supervision.

Hourly Wage: \$31-33 per hour

Job Type: Full-time, permanent

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