

	JOB POSTING
	Intermediate Accountant Reports to: Senior Accountant

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

The Intermediate Accountant is responsible for the full-cycle bookkeeping, day-to-day accounting, and monthly and annual reporting for the Quinsam Service Station (the “Quinsam Shell”). The Quinsam Shell is a high-volume award-winning station. Services include fuel, propane, full concession including lottery, car wash, and bulk ice.

The position reports to the Senior Accountant of Economic Development. This is an on-site position that will work closely with the Quinsam Shell management team to oversee the daily accounting functions of the entity.

Responsibilities:

Financial Management and Bookkeeping

- Record financial transactions, including accounts payable, accounts receivable, inventory, and other general ledger journal entries
- Perform bank, credit card, and other monthly account reconciliations
- Balance and record daily register cash-outs
- Manage bi-weekly payroll runs, issue ROE’s and employee T4’s
- Process payments including EFT’s, wire payments, cheques, and credit card purchases
- Prepare tax remittances including GST, PST and other excise taxes
- Assist with inventory counts, including concessionary, lottery and tobacco

Financial Reporting

- Preparation of month-end financial package by the 10th business day of the subsequent month
- Assist external auditors with preparation of entities annual financial review
- Monitor fuel, lottery, tobacco and other key variances and report discrepancies to management on a timely basis

Administrative Activities

- Prepare daily bank deposits and monitor receivable accounts
- Manage employee files including contracts, and other required employee and company licenses
- Maintain organized financial records
- Administer employee benefit and pension plans

Collaboration and Communication

- Provide financial insight to other team members in a clear and concise manner
- Collaborate and cross-train with management on administrative processes related to the daily cash-outs and day-sheet activities

Qualifications

- Post-secondary education in accounting, finance, business administration, or an equivalent combination of training and experience
- Minimum 3-5 years of bookkeeping or finance experience; experience working with Nation-owned businesses or service stations a plus
- Experience preparing month-end and year-end financial packages
- Strong organizational skills and exceptional attention to detail
- Ability to work independently, prioritize competing demands, and meet deadlines
- Strong interpersonal skills, respectful, punctual, and trustworthy are important characteristics for this position
- Must have a valid BC Driver's License to perform bank runs
- Criminal record check required

This position is nominally scheduled to work Monday to Friday but may require flexibility and additional time to deliver its mandate.

Job Type: Full time, Permanent (40 hours weekly)

Hourly Wage: \$33-36/hr

Application Deadline: June 7, 2026

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 and its entities are equal opportunity employers and encourage applications from Indigenous candidates, persons with disabilities, and other underrepresented groups.