

	JOB POSTING
	Accounting Clerk 2 Department: Finance Department Reports to: CFO

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 Overview

Reporting to the Chief Financial Officer (CFO), the Accounting Clerk 2 is a full-time, 18-month term position responsible for supporting the day-to-day financial operations of We Wai Kai Nation. The primary focus of this role is Payroll Administration, Accounts Receivable, and general accounting, while also providing backup support across all finance functions.

This position will also play a key role in the Nation's upcoming Enterprise Resource Planning (ERP) implementation, assisting with system testing, data migration, process documentation, user training, and continuous improvement initiatives. The successful candidate will help strengthen the Finance Department while supporting the organization's continued growth and modernization.

Key Responsibilities

Payroll Administration

- Process bi-weekly payroll accurately and on schedule.
- Review timesheets, leave requests, payroll changes, and supporting documentation.
- Maintain confidential payroll records and respond to employee payroll inquiries.
- Prepare payroll remittances and assist with year-end payroll activities, including T4s.
- Ensure compliance with applicable legislation, policies, and procedures.

Accounts Receivable

- Prepare customer invoices and maintain accurate receivable records.
- Record payments, prepare deposits, and reconcile customer accounts.
- Monitor outstanding accounts and follow up on overdue balances.
- Support departments with billing and funding-related invoicing.

General Accounting

- Process financial transactions and prepare journal entries.
- Reconcile General Ledger and balance sheet accounts.
- Assist with month-end and year-end activities, financial reporting, and audit preparation.
- Maintain accurate financial records and supporting documentation.

ERP Implementation & Process Improvement

- Support implementation of the Nation's new ERP system.
- Assist with data migration, testing, documentation, and user training.
- Recommend and implement improvements to finance processes and internal controls.
- Support finance system enhancements and workflow automation.

Finance Team Support

- Provide backup support for Accounts Payable and other finance functions.
- Maintain cross-training to ensure continuity during staff absences.
- Collaborate with Finance staff and internal departments to provide excellent customer service.
- Perform other related duties as assigned.

Qualifications**Education & Experience**

- Diploma or certificate in Accounting, Bookkeeping, Business Administration, or a related field (or equivalent combination of education and experience).
- Minimum 3–5 years of progressively responsible experience in bookkeeping, payroll, accounts receivable, or general accounting.
- Experience processing payroll and maintaining confidential payroll records.
- Experience with Accounts Receivable, account reconciliations, and journal entries.
- Experience participating in an ERP implementation or major accounting system conversion is considered a strong asset.
- Experience working in a First Nations, public sector, or not-for-profit environment is an asset.
- Familiarity with Indigenous Services Canada (ISC) funding environments is an asset.
- Payroll Compliance Practitioner (PCP) designation is preferred.

Knowledge, Skills & Abilities

- Strong knowledge of accounting principles and internal controls.
- Intermediate to advanced Microsoft Excel skills.
- Experience with Adagio accounting software is an asset.
- Excellent organizational skills with strong attention to detail.
- Ability to manage multiple priorities and meet deadlines.
- Strong communication, customer service, and interpersonal skills.
- Ability to maintain strict confidentiality and exercise sound judgment.
- Ability to work independently while contributing to a collaborative team environment.
- Satisfactory Criminal Record Check.

Working Conditions

This position is a full-time, 18-month term based at the We Wai Kai Nation Administration Office. Regular hours are Monday to Friday; however, occasional flexibility may be required to meet operational or reporting deadlines.

All employees are expected to work collaboratively across departments and may be asked to perform related duties outside their regular responsibilities to support the goals of the Nation.

This is an exciting opportunity to join a growing organization during a period of significant transformation. You will play a key role in implementing a new ERP system, modernizing financial processes, and helping build the future of the Finance Department while working in a collaborative, community-focused environment.

Job Type: Full time, 18-month term position with potential for permanent employment

Hourly Wage: \$ 32.00 to 35.00 per hour

Benefits: Extended Health and Dental, Virtual Health Care

Pension: Generous pension matching contributions of up to 9%

If you are interested in applying for this role, please submit your resume and cover letter 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.