

WE WAI KAI NATION
690 Headstart Crescent
Campbell River, BC
V9H 1P9



July 14, 2021

TEMPORARY JOB POSTING
Four Month Term
Bookkeeper

We Wai Kai Nation is looking for a temporary Bookkeeper.

Responsible for bookkeeping for Cape Mudge Resort and the WWK Marine Terminals. The Bookkeeper will assist in day-to-day accounting and finance requirements, as well as providing backup, data entry and filing for the Nation's accounting department.

The ideal candidate for this position is a skilled multi-tasker, is reliable and is committed to consistently meeting deadlines.

Bookkeeper's qualifications and skills

- Experience working in Accounts Payable and Receivable, and General Ledger is an asset.
- Experience with data entry, record keeping and computer operations.
- Proficiency in Microsoft Office, particularly Excel.
- Excellent organizational skills and accuracy are important qualifications for this position, as well as the ability to communicate clearly.
- As this is an entry level position, we can provide on the job training.

Wages commiserate with experience. As this is a temporary position, there are no benefits other than statutory requirements (CPP, EI and Vacation pay).

This position is for a four-month term, commencing as soon as possible.

Please mail or email resume to:

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Attention: Ronnice Krug, CFO
Email ronnice.krug@wewaikai.com

Closing date: July 26, 2021