



BOOKKEEPER

The First Peoples' Cultural Council (FPCC) is a First Nations-run Crown corporation mandated to support Indigenous language, arts and culture revitalization in British Columbia. We are looking for an experienced Bookkeeper to join our team in supporting the success of revitalization programs in First Nation communities in BC. This position is based out of the FPCC office in Brentwood Bay.

Summary

Under the general supervision of the Finance Manager, the Bookkeeper ensures all financial information is accurate and complete, and ensures proper fiscal practices are followed.

Responsibilities:

- Prepares financial reports as required by funding contract requirements, such as project financial reports, crown agency financial reports and ad-hoc reports as required
- Manages a timetable of critical biweekly, monthly, quarterly and annual deadlines
- Develops the financial portion of annual and other reports to ensure reporting requirements are met
- Develops monthly and annual financial statements
- Manages cash flow by monitoring bank cash balances against expected disbursements on a daily basis
- Reviews and monitors all contribution agreements and program fund accounts to ensure that allocations are accurate, spending is within budget limits and that proper fiscal practices are followed, and communicates with project managers to resolve any concerns
- Reconciles all major accounts in the General Ledger on a monthly basis and prepares adjusting journal entries
- Maintains physical and computerized files and records for the purpose of providing an up-to-date reference and audit trail as well as to ensure compliance with organizational and statutory requirements
- Recommends and implements reporting procedures and internal controls for the purpose of maintaining accurate records
- Handles receipts, prepares deposits and reconciles the bank on a monthly basis.
- Assists with the preparation of the annual budget, completes related reports and deals with project managers to ensure budgets are communicated and understood
- Works with program managers to obtain, analyze and enter quarterly forecasts for review by the Finance Committee
- Prepares working papers as required and assists the auditors with the annual audits as required
- Informs personnel about financial procedures and program requirements in order to provide necessary information for making decisions, taking appropriate action and/or complying with fiscal guidelines
- Researches, analyzes and drafts policy and procedures for review by the Finance Manager
- Develops tools, checklists and other resources as needed to streamline and ensure ongoing efficiencies
- Prepares payment contracts and amendments as required; provides advice and guidance to managers to ensure that contracts with external parties have clear deliverables, timelines and payment arrangements
- Prepares all employment agreements, including temporary and casual employment contracts as required
- Enrolls and terminates staff as required in the benefits and pension plans; corresponds with benefits



and pension providers as required, and responds to staff enquiries regarding benefit provisions

- Generates T4's and T4A's at calendar year end
- Responds to enquiries from funding agencies and grant recipients with respect to financial information
- Performs other related duties as required.

Education & Training

An accounting diploma or undergraduate degree supplemented by post-secondary education and training in an accounting program, and at least 4 years' working experience in a bookkeeping or accounting role in an Indigenous, not for profit or government environment, including experience with payroll and benefits or an acceptable combination of equivalent education, training or experience in related fields.

Skills and Abilities

- Familiar with the MS Office Suite including Word, Excel, Power Point and Outlook
- Familiarity with Adagio and Paydirt would be preferred
- Familiarity with Quick Books accounting software would be preferred
- Familiar with payroll regulations and laws
- Good understanding of fund accounting
- Good verbal and written communication skills
- Demonstrated tact and judgment in interpersonal relationships.
- Demonstrated ability to work well under pressure to meet deadlines
- Completes work with high standards, high accuracy and speed
- Ability to adjust priorities quickly
- Ability to work with sensitive and confidential information
- Strong attention to detail
- Experience with financial and funding reporting for Federal and Provincial governments
- Good team player
- Experience and ability to work in a fast-paced environment
- Knowledge of and experience working with First Nations and Indigenous Communities in BC

For more information about the First Peoples' Cultural Council, visit: www.fpcc.ca

Please send a resume and covering letter, by June 17, 2019, to:

PeopleLink Consulting Inc.

Email: resume@peoplelinkconsulting.com

Submissions from applicants with Indigenous ancestry are strongly encouraged to apply. Only short-listed candidates will be contacted. All applications will be treated with strict confidentiality.