

# TOQUAHT NATION GOVERNMENT EMPLOYMENT OPPORTUNITY



## BOOKKEEPER

**Job Title:** Bookkeeper  
**Reports To:** Director of Finance  
**Location:** Ucluelet, BC  
**Salary:** Commensurate with Experience

*At Toquaht, the Bookkeeper role is an integral part of our high functioning, collaborative Finance team. Reporting to the Director of Finance, the Bookkeeper is responsible for providing meticulous full-cycle bookkeeping services, supporting full-cycle accounting services and performing associated administrative tasks. This includes participating in the Nation's day-to-day accounting functions, including AP, AR, and remittances, assisting with payroll and other administrative work, as well as assisting with month and year-end reconciling and other tasks as required/directed.*

Located on the beautiful and wild Ucluelet Peninsula on the West Coast of Vancouver Island, Toquaht Nation Government operates a government administration which provides programs and services to our citizens, and delivers on our vision. As laid out in our Constitution, the Toquaht Nation's governance structure is made up of 3 pillars: the People's Assembly, Council and the Executive Branch of Council.

We are a proud Nation whose purpose is to ensure a future that provides a safe and affordable environment to raise a family, while living in harmony within our hahuti: where health & well-being, social and spiritual needs are met. We will use our lands in ways that support our traditions, while also looking for new ways to allow our people to thrive. The balance between our cultural connection to the land and having a strong economic land base is the most important factor in future land use decision-making. Our teachings – our way of life – will be passed on through innovative programs to ensure our traditional values continue to guide us as we build a better life for our people.

In all that we do in our work at Toquaht Nation Government, we live by and hold each other accountable to our values of: *Respect, Integrity, Collaboration and Strong Work Ethic*

### **As part of our Finance Team, you will:**

- Play a key role in the Nation's management of expenses and transactions by providing bookkeeping, full-cycle accounting services and support to the Finance Department in accordance with established standards (GAAP), applicable laws (*Toquaht Nation Financial Administration Act (FAA)*) and procedures (*Toquaht Nation Finance Procedures Manual*)
- Participate in the Nation's day-to-day accounting functions, including accounts payable, accounts receivable, and remittances, assisting with payroll and other administrative work, as well as assisting with month and year-end reconciling and other tasks as required/directed

**You may be the successful candidate for this role if:**

You're a reliable, motivated self-starter who can work independently in a fast-paced environment, but also know when to bring matters to the Director of Finance. Your planning and organizational skills are second to none, with a high degree of accuracy and attention to detail. Despite a fluctuating workload with multiple projects and priorities, you can effectively meet deadlines. You enjoy and are able to work collaboratively and have strong communication and interpersonal skills with a broad array of people – within the organization and with citizens, guests and vendors. With strong ethics, you are committed to maintaining strict confidentiality – and your personal/professional values are aligned with those of Toquaht.

In addition:

- You've completed grade 12 with related post-secondary education and/or courses
- You have at least 5 years' experience in full cycle accounting, bookkeeping and payroll
- You can demonstrate a solid understanding of the principles of accounting and financial reporting practices, along with your ability to calculate, post and manage accounting figures and financial records
- You're very proficient with MS Word, Excel, Outlook, Adagio and/or a related accounting system and PayDirt and/or a related payroll system
- You have well-honed document (electronic and paper) management skills
- Ideally, you also have experience and demonstrated knowledge with First Nations and/or local government settings

**If you believe you meet the requirements of this position, are aligned with our values and are committed to supporting our vision, please submit your resume, cover letter and at least 2 references to [careers@jouta.com](mailto:careers@jouta.com).**

Please note that housing is a challenge in Ucluelet and at Macoah. If housing is a barrier, if you have questions, or if you would like to view a full job description, please contact [jim@jouta.com](mailto:jim@jouta.com).

We thank all applicants for their interest. Due to the volume of applications we receive, only short-listed candidates will be contacted. Applications will be reviewed during the application period and short-listed candidates will be contacted prior to the closing date.