



## NEZUL BE HUNUYEH CHILD & FAMILY SERVICES IS RECRUITING!

### Finance & Administration Clerk – Full-time or Part-time Fort St James, British Columbia

Nezul Be Hunuyeh is an Indigenous Child & Family Service Agency serving the communities of Nak'azdli Whut'en, Binche Whut'en, and Tl'azt'en Nation. We recognize the head office of Nezul Be Hunuyeh is located on the shores of Nak'al Bun (Stuart Lake) on the Nak'azdli Territorial lands of the Dakelh peoples. Our Agency offers inclusivity, opportunities for growth, and opportunities for Cultural learning.

Under the supervision of the Director of Finance and Administration, the Finance Clerk will provide finance and administrative support. A full job description is available upon request.

#### Job Duties & Responsibilities:

- ✚ Accounts payable data entry of invoices into accounting software
- ✚ Reconcile vendor statements
- ✚ Maintains purchase orders
- ✚ Payroll data entry of daily time into payroll software
- ✚ Organize and maintain physical and digital filing
- ✚ Follow up with suppliers and employees as needed
- ✚ Provide reception coverage as needed
- ✚ Other tasks may be assigned

#### Preferred Qualifications:

- ✚ Professional appearance and manner, and presentation skills.
- ✚ Highly motivated, well organized and creative, and punctual.
- ✚ Knowledge of general office procedures.
- ✚ Knowledge of computer systems and software.
- ✚ Ability to take direction well, demonstrate professional initiative, and prioritize key responsibilities including planning, problem solving, and multitasking.
- ✚ Reflect and interpret the Agency Vision, Mission, and Core Values in their work with enthusiasm and commitment
- ✚ The ability to establish respectful and effective relationships with management, citizens, service providers, and staff both in writing and communication.
- ✚ Displays tact, good judgment, and attention to detail.
- ✚ Knowledge of Dakelh culture and communities served by Nezul Be Hunuyeh.
- ✚ Indigenous ancestry considered an asset

**Applicant must agree to a Criminal Record Check and have a valid Class 5 Driver's License.**

**Competitive Compensation and Benefits Package  
(\$24.75 – \$29.33 hourly)**

**To apply, please submit your *resume and cover letter***  
via email to [hiring@nbh.ca](mailto: hiring@nbh.ca) with the subject line: Finance Clerk

**Closing date: open until filled**

**We thank all applicants for applying in advance; only those selected for an interview will be contacted.**