



Conayt Friendship Society Mission Statement

To Improve holistically the quality of life, cultural distinctiveness and strengthening of friendship and cooperation between First Nations/Aboriginal and non-Aboriginal people in the Nicola Valley.

Conayt Friendship Society Employment Opportunity

Finance Manager (FTE – 5 days/37.5 hrs a week)

Reporting to the Executive Director the selected candidate will be responsible for the planning, coordinating, and administration of the Society's Accounting Systems. All finance operations are to be consistent with the Conayt Friendship Society Financial Administration Policy.

Qualifications and Requirements:

- Post-Secondary education in finance, accounting, bookkeeping with some consideration given to business graduates;
- Minimum five years responsible accounting/bookkeeping experience including accounts payable, accounts receivable, payroll, general ledger and financial reports;
- Knowledge of computerized accounting (Adagio), and EasyPay;
- Proficient computer skills in MS Office, Internet, and E-mail;
- Excellent interpersonal and team skills; ability to multi-task while maintaining vigilant attention to details
- Knowledge and awareness of Aboriginal cultures, Friendship Centre's, and urban issues
- Salary negotiable depending on education and experience
- Successful applicant must pass a Criminal Record Check; must be bondable
- Successful applicant must have valid BC Driver's License with driver's abstract
- As per Section 16 of the Federal Charter of Human Rights Act, preference will be given to applicants of Aboriginal Ancestry

Closing Date: Friday, May 10, 2019 at 5:00 pm

Please submit a cover letter and resume to:

Attention: Board of Directors
Conayt Friendship Society
2164 Quilchena Ave.
PO Box 1989 Merritt, BC V1K 1B8
Phone: (250) 378-5107
Fax: (250) 378-6676
E-mail: reception@conayt.com

- **All resumes will be carefully reviewed, however, only those applicants invited to an interview will be contacted.**