



Gitga'at First Nation

445 Hayimiisaxaa Way, Hartley Bay, BC V0V 1A0
Phone: 250-841-2500 / 841-2525 Fax: 855-259-7085

Finance Assistant Job Posting

Summary:

Reporting to the Finance Coordinator, the Finance Assistant plays a vital role in providing financial assistance and support to the Gitga'at First Nation finance department. The Finance Assistant will be responsible for handling financial queries, assisting in financial transactions, and ensuring accuracy and compliance with financial regulations. This position requires strong financial knowledge, excellent communication skills, and the ability to work independently as well as with a team.

Financial Assistance:

- Provide support to members of the Finance Department including the Finance Coordinator and the Accountant.
- Offer guidance on financial processes, policies, and procedures.
- Assist in resolving financial issues and discrepancies promptly and efficiently.

Transaction Processing:

- Process financial transactions accurately and in a timely manner.
- Verify the accuracy of financial transactions and financial documents.
- Ensure compliance with financial regulation and internal policies.

Data Entry and Management:

- Input financial data into databases or accounting systems.
- Maintain accurate records of financial transactions and interactions.
- Organize and archive financial documents for easy retrieval.

Reporting:

- Analyze and prepare in-house financial reports for managers as required.

Customer Service:

- Provide excellent customer service to members and clients.
- Address member and client inquiries and concerns professionally and courteously.
- Build and maintain a positive relationship with members and clients through effective communication.

Work Environment:

- Maintain a productive workspace with necessary equipment and software.
- Communicate effectively with team members and supervisors which may require remote connections.
- Manage time efficiently to meet deadlines and deliver high-quality work.

Requirements:

- A combination of accounting courses with minimum of 4 years of experience in accounting.
- Work toward accounting certification and training.
- Familiarity with financial software and databases such as Sage.
- Must be skilled and accurate in dealing with financial and numeric data.
- Must be skilled in Excel spreadsheets and MS Word.

- Must have very good verbal and written communication skills.
- Must have high work ethics, including willingness to work the hours necessary to get the job done.
- Ability to work independently and efficiently.
- Problem solving skills and the ability to resolve financial issues effectively.
- Customer service-oriented attitude with a focus on members and client satisfaction.
- Must present a successful Criminal Record Check.

Personal Attributes:

- Detail oriented.
- Honest and trustworthy.
- Respectful.
- Possess cultural awareness and sensitivity.
- Ability to be flexible.
- Demonstrate a sound work ethic.

If you are interested in applying, please submit a cover letter and resume in word or PDF format the "Finance Assistant" in the subject line to: jobs@gitgaat.ca

Posting will be closed on October 17, 2025

Applicants of Gitga'at and/or Aboriginal ancestry are encouraged to apply. Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal Ancestry. We would like to thank all applicants for their submission, only shortlisted applicants will be contacted.