TKEMLÚPS TE SECWÉPEMC

JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

POSITION TITLE: **Accounts Payable Associate**
DEPARTMENT: **Finance Department**
SUPERVISOR: **Finance Managers**
TERMS: **Full-time, Permanent**
REFERENCE #: **2026-108**

Purpose of Position:

The Accounts Payable Technician is responsible for efficient, timely and accurate processing and reconciliations of accounts payable as well as assisting with a variety of financial tasks within the Finance Department for the Tk'emlúps te Secwépemc, (TteS) and related entities.

Duties and Responsibilities:

1. **Provides efficient and effective bookkeeping, clerical and administrative work relating to accounts payable in accordance with the approved practices, policies, budgets, standards and guidelines. (95%)**

- Accepts and reviews purchase orders for accuracy and completeness on a daily basis
- Ensures security for cheques and purchase orders
- Orders and maintains cheque sequence
- Orders office supplies for Finance Department
- Maintains current list of authorized signers.
- Maintains up-to-date billing system.
- Reviews invoices and cheque requisitions from received emails daily.
- Prepares invoice batches and processes cheques.
- Reconciles and prepares analysis of accounts payable, holdback accounts, prepaids and accrued expenses
- Monitors statements to ensure payments are up to date.
- Resolves invoice discrepancies.
- Completes all appropriate vendor file maintenance.
- Corresponds with vendors and responds to inquiries.
- Completes credit applications for review.
- Completes clerical duties such as filing, faxing, and photocopying.
- Participates in workshop training programs and seminars to upgrade skills and knowledge relevant to position.
- Performs all duties and responsibilities in accordance with TteS policies, standards and procedures and as directed.

- Monthly reconciliations of Accounts Payable subledger with the General Ledger.
- Assists in annual audit preparation for all entities, supporting Junior and Intermediate Accountants as well as Finance Managers.
- Has a good level of attention to detail and accuracy to accounts payable.
- Prioritize time and manage well.
- Maintains confidentiality on all matters relating to the affairs of TteS.

2. 5% Other related duties as necessary.

Supervision or Training Duties:

This position does train new incumbents and summer students.

Professional Certification, Education and Experience:

Certificate or diploma in Accounting, Bookkeeping, Business Administration, or Finance and 1 years experience in accounts payable or an equivalent combination of education and experience. Must possess comprehensive knowledge of full cycle accounting processes and General Ledger experience.
Must have experience with accounting systems, word and excel.
Must pass criminal record check.

Skills and Abilities:

• Strong knowledge of accounts payable, general ledger, and accounting systems.
• Ability to maintain a high level of accuracy.
• Strong bookkeeping skills.
• Good oral and written communication skills.
• Proficient in Microsoft Office.
• Strong ability to be flexible and take initiative.
• Strong tact and diplomacy.
• Ability to work independently and use good judgment, focus on details.
• Ability to organize workload, set priorities and meet deadlines.
• Demonstrated ability to interpret and monitor compliance with financial policies and procedures.
• Ability to accurately enter, retrieve and modify information from a variety of sources into a number of different computer programs.
• Ability to perform duties under pressure (i.e Meeting deadlines, producing a high volume of work with speed and accuracy, paying attention to detail)
• Ability to be responsible for large amounts of cash.

Benefits:

- Extended health, dental, and vision
- 7.6% Registered Pension Plan (RPP) matching and Life insurance

HOURS OF WORK: Normal Day shifts – 7 hours. Non-normal shifts may be required.
PAY GRADE: Starting at $22.59 - $24.95 depending on education & experience

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.
In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

Deadline for the Job posting is August 13th, 2026 by 2:00pm

Submit Job Application Form, cover letter, resume, and references
online: https://tkemlups.ca/employment/
or at our Human Resources office #320 Chief Alex Thomas Way.
Office Hours are Monday to Friday 8:00 am to 4:00 pm &
closed for lunch from 12:00 pm to 1:00 pm

We require each applicant to fill out
an online application form which can be found at: https://tkemlups.ca/employment/

Any late submissions or submissions without the job application form will not be considered.