



## EMPLOYMENT OPPORTUNITY

### Finance and Accounts Clerk

No. 2026-FIN-01

Internal/External

***First Nations Finance Authority (FNFA) is consistently recognized as one of British Columbia's Top Employers***

*Who we are:*

FNFA is the only First Nation-led organization in the world leveraging private capital for a pooled-borrowing model of Nations to finance projects that build strong, healthy, and prosperous communities for generations to come.

We are a First Nations-led non-profit, financial services corporation mandated under the *First Nations Fiscal Management Act* (2005) providing affordable financing, investment management, and capital advisory services to First Nations communities in Canada. FNFA does not rely on federal government funding and is self-sufficient.

From clean energy projects to schools for our children and housing for our Elders, priorities being undertaken by FNFA's First Nation members, are creating good jobs while contributing to Canada's economy. Learn more: [www.fnfa.ca](http://www.fnfa.ca).

*Job Summary:*

The Finance & Accounts Clerk takes direction from the Managing Director of Finance and Investments. This position is responsible for supporting The Finance & Accounts Coordinator with the Member accounts functions and data entry for various purposes and systems. The Finance & Accounts Clerk is also responsible for performing reconciliations and other finance, accounting and administrative duties as directed.

*Primary Job Responsibilities:*

1. Inputs and distributes Member monthly revenue stream inflows using the internal Financial Management System (FMS) and/or Excel (where applicable).
2. Records earnings, loan payments, annual adjustments, required to prepare monthly member statements.
3. Tracks expected revenue stream inflows vs. actual revenue stream inflows and report on variances on a monthly basis.
4. Tracks expected revenue stream inflows vs. loan payments on a monthly basis, updating and recording data in relevant reports.
5. Enters financial statements and other information into Member Review template.
6. Accurately enters, prepares, and maintains financial records.
7. Updates systems, spreadsheets and retains documentation in line with policies and processes.
8. Enters and retains information and records in a timely manner for accurate and up to date reporting and record management.
9. Ensures that all statutory and law requirements of the organization are met in the performance of duty.
10. Provides assistance and/or preparation in other accounting, bookkeeping, reconciliation and other tasks and special projects as required to assist members of the Finance department.
11. Participates in cross-training with others in the Finance department.
12. Performs other ad-hoc accounting, finance, and administrative duties as required.

Who Can Apply*:	<p>The ideal candidate will have:</p> <ul style="list-style-type: none"> <li>• 3+ years' combined experience in accounting and bookkeeping.</li> <li>• Associate degree or diploma in commerce, business, or accounting is an asset.</li> <li>• Ability to read and understand financial statements is an asset.</li> <li>• Demonstrated ability to multi-task and set priorities to ensure timely completion of work within established deadlines.</li> <li>• Demonstrated superior attention to detail and accuracy.</li> <li>• Excellent interpersonal skills, teamwork and judgement.</li> <li>• Excellent communication skills.</li> <li>• Strong computer skills including Excel.</li> </ul>
<p>Starting Compensation:</p> <p>Benefits:</p> <p>Location:</p> <p>Duration:</p> <p>Application process:</p> <p>Application Deadline:</p>	<p><b>\$54,000- \$67,500</b> (dependent on qualifications and experience)</p> <ul style="list-style-type: none"> <li>• Work/life balance - our workdays are typically 8:00 am to 4:00 pm, weekdays</li> <li>• Retirement contributions of 6%</li> <li>• 100% Employer paid extended health benefits</li> <li>• Generous paid time off</li> <li>• Employee wellness programs</li> <li>• Career development (FNFA believes in mentorship and professional development)</li> </ul> <p>The successful candidate will work in the FNFA offices in Westbank, B.C.</p> <p>Full-time position (37.5 hours)</p> <p>Please email your resume and cover letter outlining why you would be a great addition to the FNFA team to: <a href="mailto:careers@fnfa.ca">careers@fnfa.ca</a></p> <p>We thank all applicants for their interest, however, only those candidates selected for interviews will be contacted. FNFA may cancel, postpone, or revise employment opportunities at any time. FNFA is committed to accommodating people with disabilities. If you require medical or disability-related accommodation to participate in the recruitment process, we will work with you to meet your needs.</p> <p>*Qualified persons of Indigenous ancestry will be given preference in accordance with Section 16.1 of the <i>Canadian Human Rights Act</i> and Section 41.1 of the B.C. Human Rights Code; therefore, please self-identify in your cover letter.</p> <p><b>Until the position is filled.</b></p> <p><i>FNFA does not use artificial intelligence (AI) tools or agents to screen, assess or select applicants.</i></p>