



Ki-Low-Na Friendship Society

442 Leon Avenue | Kelowna, BC V1Y 6J3
Tel: (250) 763-4905 Fax: (250) 861-5514
www.kfs.bc.ca

Job Posting: FINANCE & BOOKKEEPING
Hours: FULLTIME – Monday-Friday
Wage: Depending on experience
Posted: August 9, 2019

Closing: August 30th, 2019

Duties:

- Process payables as assigned.
- Draft financial and program reports.
- Process payroll for KFS staff.
- Support financial and program planning.
- Developments of budgets and other financial documents.
- Administrative tasks supporting the operation of the Ki-Low-Na Friendship Society.
- Other duties as required to ensure the success of KFS programs.
- Maintains general ledger by transferring subsidiary account summaries.
- Balances general ledger by preparing a trial balance; reconciling entries.
- Prepares financial reports

Qualifications:

- Background in Bookkeeping and Finance. Business administration program diploma or related degree or certificate preferred. Knowledge of non-profit
- Must have knowledge of Aboriginal culture and issues.
- Working knowledge of Sage50 or Simply Accounting, or similar programs.
- Strong computer skills MS Word, Excel, PowerPoint, and Outlook.
- Ability to work with minimal supervision and as part of a team.
- Ability to demonstrate effective oral and written communication.
- Minimum 5 years' experience.

- Must have knowledge of basic office practices.

Requirements:

- Must consent to a criminal record check

Sendresuméto: Ki-Low-Na Friendship Society
Att'n:
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Kelowna, BC V1Y 6J3

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Fax: (250) 861-5514

Phone: (250) 763-4905

We thank all applicants for their interest; however, only individuals selected for interviews will be contacted.