# Ka-Na-Chi-Hih Healing Lodge

# Finance Officer

**SUMMARY:**

As a member of Ka-Na-Chi-Hih, the Finance Officer is responsible for providing overall Accounts Payable and other administration support to the Director of Finance and is responsible for the management of finance and staff files to ensure quality assurance measures are met for licensing purposes.

**DUTIES AND RESPONSIBILITIES:**

- Process vendor invoices, employee expense reimbursement forms, and other authorization for payment forms.
- Match vendor invoices to purchase orders, including packing/receiving slips and follow-up and resolve any differences promptly
- Manage direct withdrawals from vendors, ensuring they are recorded in accounts payable
- Open, stamp, and sort incoming Accounts Payable mail.
- Maintain file systems for vendors and participate in maintaining vendor system master records.
- Review vendor statements for outstanding invoices and credits.
- Verify that invoices are posted correctly.
- Prepare account reconciliations.
- Attend meetings as required.
- Provide general administrative and human resource support to finance department.
- Assist with payroll when required.
- Other duties as required.

**ACCOUNTABILITY:**

The Finance Officer is under the day-to-day Supervision of the Director of Finance with further accountability for overall performance to the Chief Executive Officer.

**QUALIFICATIONS:**

- Ability to handle confidential information with discretion and professionalism.

- Strong interpersonal skills and ability to work effectively in a team.
- Proactive and self-motivated with the ability to prioritize tasks effectively.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel, SharePoint), accounting and payroll software, and Adobe Reader Pro.
- Able to provide a satisfactory police record check and provide proof of Covid-19 vaccination.

Education and Experience

- Degree or Diploma in Accounting, Finance, Business Administration, or related field.
- Proven experience in administrative support, preferably in a finance or related setting.
- Experience with accounting software, payroll software, and/or Human Resources Information Systems (HRIS)

**Benefits:**

- Flexible working hours, dental care, **HOOPP Pension Plan**, vision care.