



GITWANGAK EDUCATION SOCIETY
149 A Bridge Street
PO Box 280
Kitwanga, BC V0J-2A0
T: 250-849-5330 F: 250-849-5607

External Posting: FINANCE POSITION –JOB POSTING

Gitwangak Education Society requires a full time Senior Bookkeeper to manage All Finance for all education programs within our organization.

Responsibilities

- Familiar with fund accounting and dealing with multiple departments.
- Payroll including regular bi-weekly processing, ROEs, Source Deduction remittances, WorkSafe, and T4s
- Complete bank and other account reconciliations
- Accounts payable including invoice entry and cheque deposits.
- Accounts receivable and funding entries
- Working with the GES Administrator and department managers on funding agency reporting
- Year end audit preparation
- Must be organized
- Budget development, financial projections, and various reporting
- Developing reports for department managers, and Board of Directors
- Financial Management, monthly budgeting, and expenditure is essential
- Monthly financial reporting to the Board of Directors
- Be a team player and work with all staff in a positive manner and provide support as needed
- Other financial duties as required
- Excellent interpersonal skills and excellent time management skills.
- Must possess excellent organization, written and verbal skills

Employment Requirements

- 4 years related experience – a combination of education and experience will be considered.
- Proficient in Microsoft Office, with a minimum of intermediate experience in Excel
- Experience in Adagio accounting software and Paydirt payroll software.
- Knowledge of EFTs
- Working knowledge of the Indigenous Service Canada (aka INAC) programs

Should you possess the necessary skills and qualifications to fill this position, please submit:

- Cover Letter
- Resume
- Certificate, Degrees
- References
- Criminal Records Review Act

Mail to: Gitwangak Education Society: Attention:

PO Box 280

Kitwanga, BC V0J-2A0

Or Email: administrator@gitwangakeducation.ca

Salary: Negotiable-dependent on experience and qualification: \$28-\$33

Probation: 3 month probationary period

Posting date: August 6, 2025,

Closing Date: August 15, 2025, Or until Filled

We thank all applicants, however, only those selected for an interview will be contacted.