



BRIDGE RIVER MANAGEMENT LIMITED PARTNERSHIP

PO BOX 40, 14140 PITHOUSE ROAD, LILLOOET BC V0K 1V0

250.256.4061

Mission: To develop and guide businesses that are prosperous, self-sufficient and serve the interests of the Xwísten people.

Vision: Build Xwísten's capacity to provide secure employment and economic growth to the whole community in an environmentally and culturally sustainable way.

Job Description – Finance Clerk

We are currently seeking a Finance Clerk. The Finance Clerk is responsible for providing financial and administrative support to the organization. Their role involves various tasks related to financial management, record-keeping, and reporting. We are a growing organization with five businesses currently.

Reporting to the Chief Financial Officer, the Finance Clerk plays a crucial role in managing financial transactions, maintaining accurate financial records, and supporting financial reporting within the organization. This position requires strong attention to detail, organization, and knowledge of financial processes and accounting principles.

Financial Data Entry:

- Enter financial transactions into our accounting software programs (Sage & Epicor Eagle).
- Verify and reconcile financial records, including invoices, receipts, and purchase orders.

Accounts Payable:

- Manage Credit Cards and reconcile balances monthly.
- Code invoices with managers and ensure all invoices are entered and process payments.

Accounts Receivable:

- Generate invoices for all work orders monthly and at the end of contracts.
- Ensure timely issuance of monthly statements and invoices to customers.
- Receive payments, (cash, debit, EFT and cheques) and enter the deposits into the accounting records.
- Make physical deposits to the bank.
- Daily Cash reconciliation and cash float management.

Payroll:

- Verify timesheets and process payroll including electronic payment.
- Enter payroll information into payroll programs (Sage Time, Payworks, Paydirt)
- Administer Group Benefit and Pension Plans

- Track all leave allowances and leave requests.

General Administrative Support:

- Maintain organized and up-to-date financial filing systems.
- Assist with administrative tasks related to finance, such as answering inquiries and assisting with procurement.

The successful candidate will possess the following qualifications:

- Minimum High school diploma or equivalent (a certificate or degree in finance or accounting is a plus).
- Previous experience in finance, accounting, or a related field is preferred.
- Proficiency in using accounting software and Microsoft Office Suite (Excel, Word).
- Strong mathematical and analytical skills.
- Attention to detail and accuracy.
- Excellent organizational and time management skills.
- Knowledge of First Nation governance, policies, and procedures is advantageous.
- Ability to manage conflict using sound judgement.
- Effective written communications skills.
- Possesses cultural awareness and sensitivity.
- First Nation candidates are encouraged to apply.

The position offers a competitive employment package and compensation commensurate with experience in a friendly and collaborative work environment. Preferential hiring will be given to First Nations candidates, followed by Indigenous individuals, followed by experience working with First Nations, cultural understanding is imperative.

This position is located in the Xwisten (Lillooet area) and requires the successful candidate to be on site during working hours.

Wage range: \$23.50 - \$28.00 based on experience.

Kindly forward your resume and with cover letter

via email to: Florence Jack, accounting@brmanagement.ca by May 25, 2026 @ 4:00 p.m.

In Person: Florence Jack, 14140 Pithouse Road (Xwisten), Lillooet BC V0K 1V0.