

Job Posting

INTERNAL x (OIB Membership) and External Posting

The Job Posting will be posted at ,Osoyoos Indian Band Nk'Mip Resource Centre, OIBDC, OIBDC Businesses, Sen Pok Chin, Nk'Mip Daycare)

EXTERNAL x

Date: 02/07/2019	Position: Funding & Budget Coordinator
Company/Operational Area: Osoyoos Indian Band - Administration	
Location: Oliver, B.C.	
<p>Basic Responsibilities:</p> <ul style="list-style-type: none"> ● Ensures that financial transactions are processed and records and systems are maintained on a timely basis in accordance with the Band's Financial Policies. ● Works on preparation of all OIB budgets and funding agreements and analyzes financial reports for all OIB Branches. ● Works closely with OIB Sr. Accountant and works with OIBDC Controller to align practices and procedures. ● Understands and follows the OIB's Financial Policy ● Understands and applies generally accepted accounting principles in all areas of processing, recording and maintenance of financial records. ● Interfaces financial practices with those used by the OIB external Accountant. This includes consultants and other funding agents. ● Work closely with the Senior Accountants as a full cycle accounting clerk. ● Codes and processes financial transactions to provide accurate and relevant reports to managers and council on a timely basis; ● Prepares budget variances and other analysis on request; ● Collaborates with Department Heads to prepare budgets according to the Finance Policies ● Creates a budget development calendar to ensure that deadlines are met. ● Establishes a 5 year financial budget for each OIB branch/program 	
<p>Minimum Qualification Requirements:</p> <ul style="list-style-type: none"> ● 3-5 years funding and budgeting experience ● 3-5 years' Experience in full cycle accounting ● Strong written and oral communication skills 	
<p>Special Equipment Required:</p> <ul style="list-style-type: none"> ● Valid Class 5 or N Driver's License 	
<p>Other Related Employment Information:</p> <ul style="list-style-type: none"> ● Mature, credible and comfortable in dealing with senior management directions ● Reliable and committed ● Ability to review documents for check processing (Purchase orders, packing slips, authorization, invoices) ● Well-presented and businesslike ● Ability to work under pressure and strict deadlines 	

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Start Date	ASAP	
Work Days	Monday to Friday	
Hours of Work	8:30 am to 4:30 pm - 8 hours a day (Monday to Friday)	
Term of Employment	Full time	
Pay Rate	Depending on Experience	
Deadline for Applications	Open until filled	
Contact Person: Leona Baptiste, HR Director Email: lbaptiste@oib.ca	Phone: (250) 498-3444 ext., 3028	