



HFN MANAGEMENT LP

Unit B 4644 Adelaide St, Port Alberni BC V9Y 5M5 ph. 778-421-2663 fax 778-421-2664

HFN Management LP is responsible for the management and operations of 6 limited partnership operations. The various businesses (Huu-ay-aht Group of Businesses or “HGB”) are located in the Bamfield area including the Huu-ay-aht village of Anacla, and throughout the territory of the Huu-ay-aht First Nations. HGB offices are located in Port Alberni and Anacla.

Job Summary

The Accounting Clerk, under the direction of the CFO, is responsible for accurately and efficiently performing a variety of accounting duties in the finance department.

The Accounting Clerk must be able to prioritize tasks and work both independently or as part of a larger team. The position requires a willingness to adapt to a dynamic work environment and new technology as well as the ability to deal with people sensitively and professionally at all times.

Job Duties

- Process accounts payable and accounts receivable in an accurate and timely manner
- Perform basic bookkeeping functions
- Compile, verify and record sales transactions
- Reconcile GL accounts
- Assist in the compilation of data for various reports, including month end financials
- Assist in the preparation of operating budgets
- Occasional travel to Bamfield
- Maintain a high level of confidentiality in all interactions
- Present a positive and professional image of the organization

Qualifications

- Ability to organize, plan and prioritize work
- Excellent communication skills
- Excellent time management skills
- Ability to work independently or as part of a team
- Ability to pass a criminal record check
- Proficient in Sage 50 and Microsoft Office programs (including Word, Excel, and PowerPoint)

- Minimum 1 year experience in a similar position
- Grade 12 or higher
- Completion of bookkeeping/accounting courses preferred
- High flexibility with strong interpersonal skills that allow one to work effectively in a diverse environment

HFN Management LP offers competitive compensation and career advancement opportunities.

We thank all applicants for their interest in this position: however, only those candidates selected for an interview will be contacted. Please email your covering letter and resume to tracy.w@huyuayht.com by fax at 778-421-2664 or drop off at Unit B 4644 Adelaide St, Port Alberni, BC V9Y 6N4. Closing date for this position is April 20, 2018 at 4:00 pm.

