



**Accounting Clerk  
Full-Time**

Inter Tribal Health Authority (ITHA) a multi-disciplinary health organization providing services to 29 member First Nations on Vancouver Island based in Nanaimo, British Columbia is seeking a full time accounting clerk.

Reporting to the Director, Accounting Clerk organizes, coordinates and performs full cycle accounts payable and payroll duties. The Accounting Clerk is responsible for contributing to the timeliness and accuracy of the organization's financial statements, and the timely and accurate payment of payroll and vendor payments. This position is also responsible for preparation of the month end entries, the month end file and for multiple account reconciliations.

We would prefer Second Level Standing in Chartered Professional Accountant Program with foundational knowledge of Generally Accepted Accounting Principles for the non-profit sector or an equivalent combination of education and training. Experience with Sage is a must and Working knowledge and skill in the areas of accounting, payroll, computerized accounting software and Microsoft office.

**At ITHA you will enjoy a work life balance in a business casual environment.**

ITHA offers an excellent total compensation package and RRSP matching plan. In addition to your entitled vacation the office is closed during the Christmas holidays. This is a great opportunity to make a difference in ITHA member communities.

Applicants of Aboriginal ancestry are encouraged to apply.

Advance your career today with a great organization! Please send your resume and cover letter by e-mail to [hr@intertribalhealth.ca](mailto:hr@intertribalhealth.ca) or by fax at 250-591-2169

Please refer to the position title when submitting your application.

This posting will remain open until the position is filled.

***We thank all applicants for their interest, however, only those who are short-listed will be contacted for an interview.***