

# Tla'amin Management Services LP

Building A Nation Together of One Heart, One Mind

## General Bookkeeper

### Our Vision

To be leaders in sustainable business in the region

### Our Mission

To create responsible and profitable business enterprises

TMSLP is mandated to generate revenue streams to foster economic and social betterment of Tla'amin people according to our Taow (teachings). We are committed to establishing a strong economic foundation and providing effective management of Tla'amin assets and services through in-depth planning, strong leadership and administration, and strategic partners.

Existing businesses include:

1. Thichum Forest Products LP
2. Tla'amin Resorts & Accommodations LP
3. Pa'aje Shellfish LP
4. Tla'amin Land Development LP
5. Tla'amin Capital Assets LP



Tla'amin Management Services LP

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When you work with Tla'amin Management Services LP (TMSLP), you will not only embark on a unique life experience but take on the rare opportunity to impact the future and lives of our Tla'amin Nation citizens and members. TMSLP invites you to join us on our journey to building our Nation. We're looking for interested individuals to join our dedicated management team whose focus is to develop and manage revenue streams essential for the economic and social advancement for the Tla'amin people. We support the cultural wellbeing, humility and ongoing personal development of every employee to build and lead highly effective teams that serve our Nation.

Tla'amin Management Services LP is currently seeking a Bookkeeper for our Group of Businesses.

### RESPONSIBILITIES

- Assist the director of finance on an as needed basis
- Record day to day financial transactions and complete the posting process
- Provide budget information to determine operational targets and decisions
- Establish and maintain a system of internal controls and accounting, providing most effective control over business assets, liabilities, revenues and expenditures in accordance with established processes
- Manage month end accounting processes including account reconciliations, inventories, accruals and balance sheet analysis
- Accurately post revenues and expenditures
- Timely distribution of daily reports
- Establish and maintain a proper filing system for all documents related to the various businesses sales and expenses
- Provide month end packages and assist in the preparation of financial statements
- Collecting payments
- Generating Invoices
- Tracking purchase orders
- Assisting in the preparation of financial statements
- Issuing payments to suppliers

### EDUCATION AND TRAINING

- Bookkeeping certificate or diploma from a reputable institution or equivalent
- Proficient with accounting software such as QuickBooks
- 3 years' experience in working for businesses with multiple entities under one umbrella
- Proficient with Microsoft Excel, Office Word, and Outlook
- Knowledge and understanding of applicable laws and regulations
- Satisfactory cultural competency and knowledge of First Nations communities

Please submit the following for consideration:

1. Cover letter
2. Your resume

Applications can be addressed to Nanette Kapitan, Director of Finance TMSLP.

Submissions may be emailed to: [hr@tmslp.ca](mailto:hr@tmslp.ca)

**DEADLINE FOR SUBMISSIONS: Until the Position is Filled**

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted.



Tla'amin Management Services LP  
a proud enterprise of Tla'amin Nation

## POSITION OUTLINE

### OVERVIEW

<b>TITLE</b>	General bookkeeper
<b>DEPARTMENT</b>	Tla'amin Management Services LP
<b>LOCATION</b>	Tla'amin Nation, 4885-B Highway 101, Powell River, B.C., V8A 0B6
<b>REPORTS TO</b>	Director of Finance

### MANDATE

The General Accountant is responsible for overseeing Tla'amin Management Services LP. Financial Transactions, such as purchases, expenses, sales revenue, invoices and payments. The bookkeeper will maintain accurate books on accounts payable and receivable, daily financial entries, record payments, adjustments and payroll.

### SPECIFIC POSITION ACCOUNTABILITIES

- To provide budget information to determine operational targets and decisions;
- To monitor operational expenditures in conjunction with approved budgets;
- To establish and maintain a system of internal controls and accounting which provides the most effective control over TMSLP. Businesses assets, liabilities, revenues and expenditures in accordance with established procedures;
- To accurately post revenues and expenditures;
- To reconcile all supplier accounts, to post payables, and to pay vendors in accordance with due dates and cash flow projections;
- To monitor general ledger and guest ledger transactions, and to collect all receivables on a timely basis;
- To manage month-end accounting processes including account reconciliations, inventories, accruals and balance sheet analysis;
- To ensure businesses necessary licences and renewals are in accordance with the local laws;
- To ensure the accuracy of night audit transactions and monitor their adherence to proper procedures;
- To ensure timely distribution of all daily reports;
- Establish and maintain a proper filing system for all documents related to various businesses sales and expenses;
- Forecasting, annual budgets, financial analysis and project proposals;
- Work with managements and HR to ensure contracts have proper authorization, negotiations for renewal and are properly filed and are easily available for corporate review;
- To ensure that there is an effective system of purchasing, receiving, and control of supplies in place at all times with proper requisition procedures;

- To ensure that usual and exceptional purchases are approved consistent with the budgeting and forecasting system;
- To ensure all accounting procedures comply with company standards;
- To provide month-end packages and assist in the preparation of financial statements.

## GENERAL ACCOUNTABILITIES AS A MEMBER OF TMSLP

As an employee, you are accountable for:

- Working effectively and with full commitment to the tasks assigned
- Communicating your progress, challenges and successes to the director of finance regularly
- Giving your managers your best advice
- Ensuring business practices strictly operate within Tla'amin Laws, Regulations & Policies
- Taking personal ownership of your professional, personal growth and development

## EDUCATION & TRAINING

- Proficiency with Accounting/Financial Management Software
- Bookkeeping certificate or diploma from a reputable institution
- Proficient with Microsoft Excel, Office Word, and Outlook
- Knowledge and understanding of applicable laws and regulation

## KNOWLEDGE & EXPERIENCE

- 3 years' experience in working for businesses with multiple entities under one umbrella
- Understanding accounting best practices
- High attention to detail
- Data entry skills
- Professionalism and organization skills

## COMPETENCIES

- Ability to multitask in a fast-paced environment and maintain a high-level attention to detail. Self-motivated and able to manage people and processes.
- Impeccable integrity and ethics. Trustworthy and discrete. Strong communication skills, both verbal and written.
- Above average proficiency/familiarity with computerized systems, as well as budgetary analysis capabilities required.
- Working knowledge of accounting principles, including budgeting and forecasting. Strong knowledge in Account Reconciliation, Accounts Payable, Accounts Receivable, Payroll Processes, etc.

- Exceptionally well-organized, able to adapt quickly to competing and changing priorities while closely monitoring critical dates and departmental obligations. Must have strong skills in planning, demonstrated ability to work independently and exercise sound judgment and problem solving.
- Experience with quick books accounting software preferred.
- A high degree of satisfactory cultural competency and knowledge of First Nations communities

Those interested in applying may submit their resumes to:

[hr@tmslp.ca](mailto:hr@tmslp.ca)

Only those selected for an interview will be contacted