

Skidegate Newsletter

Box 1301, Skidegate BC V0T 1S1

Ph: 250-559-4496 Fax: 250-559-8247 Email: doris@skidegate.ca June 13, 2013

SKIDEGATE BAND OFFICE will be **CLOSED, June 21, 2013 for
National Aboriginal Day**



INSPIRE Bursaries

**When you inspire others to make a difference,
you set the wheels in motion for change.**

**Northern Savings' INSPIRE Bursaries provide
financial assistance to students making
a difference in our
communities.**

**Apply in branch or online
at www.northsave.com
and you may be eligible
to win one of three
INSPIRE Bursaries**

Funeral Service

For the late

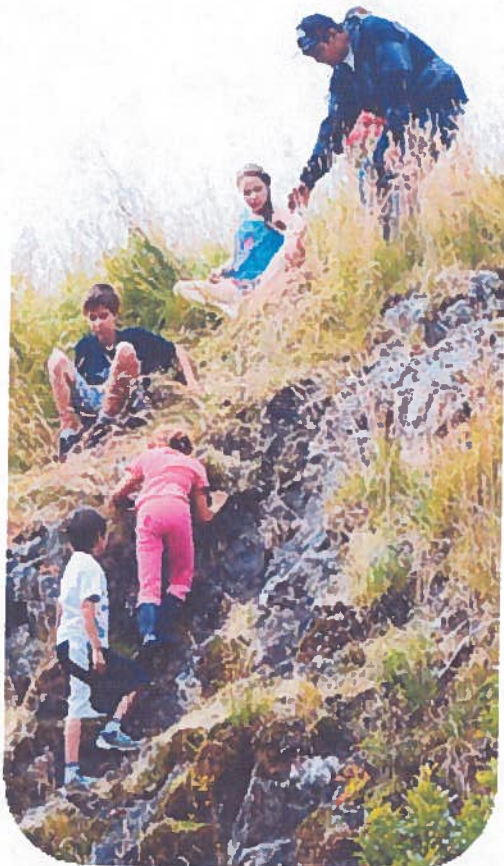
Vic Berekoff



Sunday, June 23, 2013 - 2 PM

Skidegate Community Hall

Tea to Fellow



**Summer Jobs:
Apply Now**

Send applications to:

PO Box 1383, Skidegate, BC V0T 1S1
Office 603, Haida Heritage Centre at Kaay Llnagaay
(250) 559-7885, ext. 246
Email: swanbay@skidegate.ca
www.swanbayrediscovery.ca

YOUTH WORKERS

SWAN BAY REDISCOVERY IS HIRING

2 Summer Students for In-Camp

- Must have experience with Swan Bay Rediscovery
- Must be 16 years or older
- Comfortable in remote Swan Bay, helping with Camp activities and logistics
- Must be registered students, attending school or post-secondary full-time
- 5 weeks
- Must be Skidegate Band Member
- (Funded by SBC)

3 Summer Jobs for Skidegate Youth Centre

- Experience with Swan Bay Rediscovery preferred
- Comfortable working with youth of all ages in diverse settings
- Must be between 15-28 years old
- Must be willing to have Criminal Record Check
- Cannot have been on EI within the last 3 years
- Not a full-time student, enrolled in high school, or returning to school
- (Funded by Get Youth Working getyouthworking.ca/)



SKIDEGATE BAND



COUNCIL

BOX 1301, SKIDEGATE, B.C. V0T 1S1

PHONE (250) 559-4496 FAX (250) 559-8247

EDUCATION DEPARTMENT

Student Summer Jobs 2013

July 15-Aug 23 (6 weeks)

Youth Center Assistant

July 8-Aug 9th (5 weeks)

SBC Office Assistant

Skidegate Days Assistant/SBC Office Assistant

Health Center Office Assistant

GBRC Assistant

Youth Center Assistant

Skidegate Dental Office Assistant

Swan Bay Camp Assistant

Swan Bay Camp Assistant

July 8-Aug 9th (5 weeks)

Maintenance Assistant

Daycare Assistant

HGW-Camp Assistant

HGW-Camp Assistant

Students applying must have a Skidegate Band number, a Social Insurance Number, be between the ages of 15-29 years old and be returning to school in September.

All positions will pay \$10.25 per hour.

Submit your application form, resume and cover letter to:

Attn: Marcia Piercey

Skidegate Education Department

Box 1301 Skidegate, BC, V0T 1S1

Or by: Fax: 250-559-8247 Email: education@skidegate.ca

Deadline for applications is 4:00 p.m., Wednesday, June 26, 2013

.....

SKIDEGATE BAND COUNCIL

BOX 1301, SKIDEGATE, B.C. V0T 1S1

PHONE (250) 559-4496 FAX (250) 559-8247

EDUCATION DEPARTMENT

Name: _____

Address: _____

Date of Birth: _____ S.I.N. _____

Phone No.: _____ Email: _____

Position Applying For: _____

Have you completed:

____ Some high school

____ Grade 12

____ Some college/university

____ College/university degree

Special Skills:

____ Valid BC Driver's License

____ Computer Literacy

____ Food Safe

____ Child-minding experience

____ First Aid

____ Super Host

____ Other: _____

Previous Work Experience: _____ Yes _____ No

If yes, please complete the information about your previous employment:

Name of Employer: _____

Employed from: _____ To: _____

Primary Duties: _____

Supervisor: _____ Phone No. _____

Please list the names and numbers of three references

(other than a family member):



NORTHWEST COMMUNITY COLLEGE

NORTHWEST COMMUNITY COLLEGE

CHALLENGING THE PARADIGM



DECOLONIZING POST-SECONDARY EDUCATION

SAVE THE
DATE!

Looking back to create our future:

Acknowledging the wisdom of our Elders and Ancestors

Aug 26-28, 2013 in Smithers, BC

Hosted by Northwest Community College

Registration opening soon.

For details visit ctp.nwcc.bc.ca

Seth Downs, NWCC Manager Events & Conferences

sdowns@nwcc.bc.ca 250.635.6511



Skidegate Elders Group

\$5000 Bingo

Sunday, June 30, 2013

Skidegate Community Hall

\$50.00 entry

Doors open @ 11 am.

Games start @ 1 pm

CONCESSION AVAILABLE!



HIGaagilda

Xaayda Kil Naay

Front Street



PO Box 1235

Skidegate, B.C. V0T 1S1

tel: (250) 559-9073

fax: (250) 559-7880

Email: ship@haidagwaii.net <http://www.skidegate.ca/ship.html>

<http://www.firstvoices.ca/>

Re: SHIP NEWSLETTER June 15, 2013

XAAYDA KIL JIINGA XAAYNANGA GAS GA - Haida Language Long Live!

In general, every country has the language it deserves!

Jorge Luis Borges

Congratulations to each and every member of SHIP new and old who has made our 15th year anniversary come true. You are all great. Haawa for your volunteerism, dedication, and commitment to revitalize your Skidegate Haida Language. Haawa to the Skidegate Band Council, and Billy Yovanovich for always believing in us, and financially supporting us. Haawa to School District #50, Council of the Haida Nation, Gwaii Trust Society, White Raven Law Corp. and First Peoples Cultural Council for your financial commitment for all these years that ensured our doors stayed open. We can accomplish much when we work together as one.

We are announcing the last call for purchasing \$20.00 tickets for Norm's 1997 blue 4 door Cadillac. We will be drawing the winning ticket on the afternoon of Wednesday June 26.

Haawa to everyone for purchasing tickets, and haawa to all of Norm's family who have graciously gifted us money and gifts on behalf of our beloved, and much missed SHIP member Norman!

We just finished a year long project of translating all the public signs in Skidegate into the Skidegate Haida Language. We will be meeting with SBC soon to discuss and present this project. Our dream is that **ALL** public signs in Skidegate stand equally with Haida and English. We hope that we will begin to prominently see the written Skidegate Haida Language throughout the village.

Last Wednesday the SHIP elders and staff visited All About U Gallery. We enjoyed our visit with Ben and Jessie. They fed us tea and cookies, and we enjoyed looking at the art work. Haawa to Ben for gifting each of the elders with a set of cards.

We hope to visit the Gallery again in the fall.

Next week we will be releasing 11 new Skidegate Haida Language Children's books. Haawa to Severn for her commitment to this three year ongoing project. Haawa to Dana Moraes for converting each of these books to a PowerPoint Format so the schools can view the books on their Smart Boards. Haawa to Sara Eaton's family, Norm Price's family, and First Peoples Culture Council for their financial contributions to the project.

Haawa to the following artists, authors, and photographers for their contributions to the creation of these children's books: Jaime Allen, Erica Ryan-Gagne, Jonathan Bourque, Brendon Jones, Severn Cullis Suzuki, Carita Bergman, and Fallon Crosby.

And last, but not least Matt at Madill's Publishing Company in Ladysmith, BC for printing the books, and being a helpful Company to work with!

2013 SHIP Children Books are titled:

- | | | |
|--------------------|------------------------------------|---------------------------|
| 1. Gone Fishing | 6. Copper Bay | 11. Big Bird, Little Bird |
| 2. Alphabet | 7. Toys | |
| 3. My Cousin | 8. Bathroom | |
| 4. One Day at SHIP | 9. My Body | |
| 5. Colouring | 10. Harvesting Herring Roe on Kelp | |

We also finished translating the Queen Charlotte Islands Readers series books that were written and published in the early 1980's. We hope to have the elders record these stories next year and republish the books in Skidegate Haida and English.

Haawa to Jenny and Duncan White for assisting us with this ongoing project.

The book titles that we have translated are as follows:

- | | |
|-------------------------|---|
| 1. Haida Art | 8. Bears & Berries |
| 2. The Forest | 9. Raven and the Moon / The Oystercatcher |
| 3. The Cedar | 10. Colours of the Islands |
| 4. Crests of the Haida | 11. Potlatch |
| 5. The Weavers | 12. The Man who became an Eagle |
| 6. Birds of the Islands | 13. The First Totem Pole |
| 7. Island Fun | 14. Between the Tides |

Haawa to the Grade 7 and Grade 12 classes who invited the elders to their respective Graduations. Congratulations to each and every student on behalf of all of us at SHIP.

HAAWA to Albert Hans, Brendon Jones, Jay Bellis, and Ryan Barnes for assisting us in our many Skidegate Haida Language projects this year at SHIP. You have all learned many lessons and words of wisdoms from the elders. We hope to see you in SHIP next year!

Our last day of class for this School Year is June 26, and our first day of classes after the summer holiday will be Tuesday, September 3, 2013.

The 15th International Haida Language Gathering
Date: October, 2013 Location: Prince Rupert, BC

Xaayda Quote of the week –

id suuGa hla k'awuu.

Do sit amongst us.

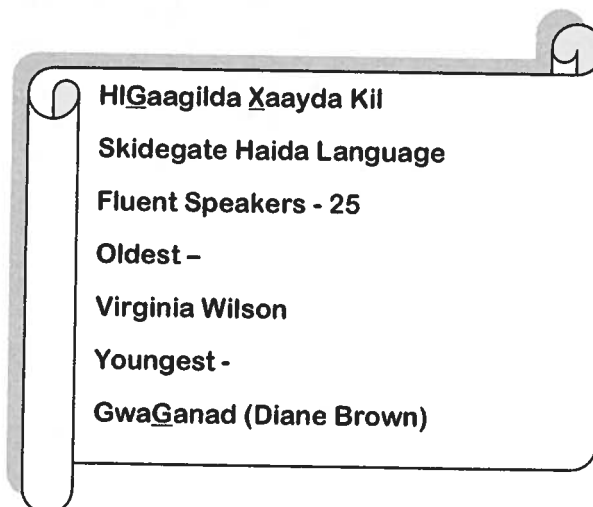
When you use the little bit of Haida Language you know, it will get longer and longer!

SHIP Quotes of the Week

1. "A person can serve without leading, but a leader can't lead well without serving."

Ken Blanchard and Mark Miller

2. New research from a spate of economists, psychologists, neuroscientists, and educators has found that the skills that see a student through college and beyond have less to do with smarts than with more ordinary personality traits, like an ability to stay focused and control impulses....Non-cognitive skills like persistence and curiosity are highly predictive of future success. Economist, January 19th- 25th 2013



Xaayda Kil Word Quest?

What do these Haida words mean in English? - Guudang.ngaay k'iina xanjuugwang gud 'laa

Give us a phone call at 559-9073 with the correct meaning, and win a SHIP Xaayda Language CD. Please leave your name, phone #, and the meaning, on our answering machine. The first correct caller will be the winner. You can also Facebook us with your answer!

ENLIGHTENED PERSPECTIVE – Instructions for life
Practise what you love; love what you practise!

Giving a Voice to the Silenced.

Art is a form of communication that knows no boundaries. Whether it's music, painting, film, or any of the other countless ways people can creatively express themselves, art truly is a universal language. For that reason, it's an effective vehicle for change, especially when it comes to emphasizing the human toll of war, exposing the deficiencies of our education system, or breaking down cultural stereotypes. And at its best, art can become an advocate for the neglected, a poignant reminder of the forgotten, and a voice for the silenced.

Utne Reader Nov/Dec 2012

We would like to thank the following people for supporting our program:

1. Rose Russ for the new Haida Nation flag, and Diigwey prizes
2. Audrey Young for the 4 large tins of coffee
3. Chief Wiiganads for the k'aaw
4. Haida Child & Family Services for inviting us to lunch
5. Jenny Cross for the dried k'aaw
6. Moe for the cookies
7. Jenny White for the rhubarb pies
8. Dayton Henderson for the seagull eggs
9. Gwaii Trust Society for their support towards our trip to Vancouver, Victoria, & Nanaimo
10. Haawa to Sunne for meeting and consulting with the elders

HAAWA to everyone who has supported our Program throughout the year.

We are forever grateful to you all!

SHIP Class Times

Please remember that you can participate in our program on a full or part time basis.

You may attend mornings, or afternoons - once, twice, or three times a week – whatever suits your schedule.

Please drop in for a coffee or tea!

K'iwaay Gaajuu gii gang. – The door is always open.

Monday – Friday 9:00 AM – 3:00 PM

Haida Enterprises Corporation ("HaiCo")

Job Duties and Responsibilities

Chief Financial Officer

May - 2013

Company Description

HaiCo is the economic development of the Haida Nation. HaiCo is currently involved in developing businesses in the forestry, tourism and seafood processing sectors. For more information see www.haico.ca

Summary Description

The Chief Financial Officer ("CFO") provides both operational and financial support to the organization. The CFO supervises the finance and administrative functions and is the chief financial spokesperson for the organization. The CFO is responsible for all day to day, strategic and tactical matters as they relate to the maintenance of financial records, management reporting, budget management, forecasting needs, insurance needs, I.T. control and the securing of new funding.

Reports To: Chief Executive Officer ("CEO")

Location: Richmond Corporate Office

Supervises: Controller

Payroll Clerk

Duties and Responsibilities

1. Maintains for all companies the system of accounts and keeps books and records for all company transactions.
2. Work with the Chief Operating Officer ("COO") to assist in the preparation of annual budgets for each company.
3. Oversee the production of monthly reports as well as financial statements and cash flow projections for use by Executive management, as well as Shareholders and the Board of Directors.
4. Develop and implement management reporting systems that meet the needs of the management and operations at all levels.
5. Monitor and analyze monthly operating results against established budgets.
6. Liaison with all branches to provide financial support as needed. Ensure an open line of communication is maintained with all branches to allow for a free flow of financial information.
7. Attend and provide financial reports as requested at the HaiCo Board meetings.

8. Liaison and prepare information for external auditors to allow for timely completion of all external audits.
9. Works with the CEO on the strategic vision including fostering and cultivating stakeholder relationships as well as assisting in the development and negotiation of supplier and customer contracts.
10. Participate in acquiring or developing new business opportunities, specifically: assist the CEO and COO in identifying funding sources, drafting of budgets, and determining financial return of new opportunities.
11. Ensure adequate internal controls are implemented. Provide ongoing review to ensure full compliance.
12. Manage and coordinate all governmental reporting activities for the organization, including filing of all Federal Income tax returns and all in corporate reporting.
13. Oversee all purchasing practices and procedures.
14. Liaison with insurance broker to review the adequacy and cost effectiveness of existing insurances coverage's. Recommend changes as appropriate.
15. Maintain relationships with banks and other financial institutions.
16. Monitor existing lines of credit to ensure adequate cash to meet the organization's short and long term needs.
17. Set up an ongoing review of wage incentives, commissions, hourly rates and salaries for all employees.
18. Provide ongoing review of employee benefit plans and recommend changes as appropriate.
19. Review and recommend cost-effective benefit plans and other fringe benefits which the organization may offer employees and potential employees with the goal of attracting and retaining qualified individuals.
20. Ensure a disaster recovery plan is in place.
21. Oversee I.T. functions to ensure that it meets the short and long-term needs of the operation. Also to ensure appropriate security and back up are in place.
22. Supervise and provide direction to all accounting staff.
23. Evaluate the performance of the personnel in the HaiCo corporate accounting department. Recommend staff changes and/or additional training to correct any deficiencies in staff competency.

Qualifications and Experience

1. A minimum of ten years experience with at least five years in a senior financial position.
2. An understanding of financial and management issues gained from a combination of experience and formal training.
3. Completion of a C.G.A., C.M.A. or C.A. accounting degree.
4. Ability to effectively develop and communicate financial concepts, policies

Call out list for- Skidegate Volunteer

Fire Department

Fire Emergency: **250-559-8300** Non-Emergency: **250-559-7700**

Ambulance: **1-800-461-9911**

Poison Centre: **1-800-567-8911** Dial-A-Nurse: **811**

RCMP: **250-559-4421**

QC Fire: **250-559-4488**

Tlell Fire: **250-557-8585**

Skidegate Band Office **250-559-4496**

<u>Member Days Available</u>	<u>Phone 1</u>	<u>Phone 2</u>	
Chief John Wesley	Everyday	250-559-4466	250-559-4633
Deputy Roy (Kinkles) Jones	Everyday	250-559-7897	778-840-7897
<u>Captains</u>			
Richard Kennedy	Everyday	250-559-8297	250-559-8297
Kyle Marshal EMR	Everyday	250-559-4577	250-617-7502
Garrett Russ	Everyday	250-559-4581	250-637-1653
<u>MVA</u>			
Michael Mayr	Everyday	250-637-1056	
Jay Murphy	Everyday	250-559-7793	
Kyle Yaroshuk	Everyday	778-908-7917	778-908-7917
Ernie Bellamy	Everyday	250-559-8996	250-559-8996
Sherry Williams	Everyday	250-559-1750	250-637-7701
Gary Schindel	Everyday	778-886-6503	778-886-6103 EMR

In the event you cannot get the fire department please call the Emergency Services members on the list or you can be assisted by the Skidegate Band Office during business hours. 8 am to 4:30 weekdays: 250-559-4496

Please be clear as to the
Nature of your Emergency and your address or location:

REMINDER

When calling for an ambulance, please remember to specify if you are calling from Skidegate or Queen Charlotte to avoid a delay in the AMBULANCE getting to you.



**IMPORTANT NOTICE TO BAND MEMBERS REGARDING UNAUTHORIZED DUMPING OF
GARBAGE & OLD APPLIANCES IN SKIDEGATE**

IT HAS COME TO THE ATTENTION OF THE SKIDEGATE BAND OFFICE THAT INDIVIDUALS HAVE BEEN DUMPING GARBAGE, MISCELLANEOUS APPLIANCES, ROOFING, BUILDING MATERIALS, ETC, AT THE FOLLOWING AREAS THROUGHOUT SKIDEGATE:

- ROCK QUARRY UPPER AND LOWER AREAS
- PROCESS PLANT
- ACROSS THE ROAD FROM THE WATERFALL
- AT A FEW EMPTY LOTS AT THE OCEANVIEW SUBDIVISION
- AT THE INDUSTRIAL SITE
- DOWN THE BEACH PAST BALANCE ROCK, A WHOLE TOTE OF GARBAGE WAS LEFT THERE RECENTLY.

WE ALL HAVE ACCESS TO THE GARBAGE TRANSFER STATION UP AT MILLER CREEK, PLEASE BRING ALL YOUR GARBAGE, BUILDING MATERIAL, ETC UP THERE, IT DOESN'T COST MUCH! ALL AREAS MENTIONED ABOVE WILL BE BLOCKED OFF FROM ACCESSING. PLEASE HELP KEEP SKIDEGATE TIDY AND CLEAN!

MESSAGE TO ALL DOG OWNERS:

THE BAND OFFICE HAS BEEN GETTING NUMEROUS COMPLAINTS ABOUT DOGS BARKING ALL NIGHT AND RUNNING IN PACKS. YOUR DOGS ARE TO BE FENCED IN OR TIED UP AT ALL TIMES AND WHEN YOU ARE WALKING THEM, THEY ARE TO BE SECURELY ON A LEASH. DOESN'T MATTER HOW CALM OR GENTLE YOUR DOG IS, THIS POLICY APPLIES TO ALL DOGS!

HAAWA

STATUS CARDS: If your status card expired less than six months ago; then I can issue a new card without any other identification. If it has expired more than six months; I must have a picture ID and another ID to do a new card. I personally do not make up the rules for issuing a new card, so please come in as soon as your card has expired or is just about to expire.

VANCOUVER OFFICE; the Vancouver office will no long issue paper laminate (CIS) cards. They will be starting the process for the new SCIS (Secure Certificate Indian Status) as of February 4, 2013. All accepted applications are sent to the National Processing Unit and the SCIS cards are sent to the applicants directly once produced. There is a waiting period, during which the individual's CIS card can be used if it is still valid.

OF SPECIAL NOTE:

**FOR PEOPLE WHO HAVE APPLICATIONS IN UNDER THE 'ADOPTION UNIT' IN OTTAWA---
-PLEASE, PLEASE CALL THEM OR MAIL IN YOUR NEW ADDRESS IF YOU HAVE MOVED. I HAVE SPOKEN TO A REPRESENTATIVE ON A FILE AND THEY CLOSE THEM IF THEY ARE WANTING TO CORRESPOND WITH THE APPLICANTS AND THEY RECEIVE NO REPLY. IF YOUR APPLICATION WAS WITH ALRITA; MAKE SURE YOUR CONTACT ADDRESS IS YOURS AND NOT ALRITA'S OFFICE IN PRINCE RUPERT. THE PHONE NUMBER TO CALL IS 819-953-6241 AND ASK WHAT THE STATUS OF YOUR APPLICATION IS. YOU SHOULD HAVE RECEIVED AN ACKNOWLEDGEMENT OF YOUR APPLICATION AND THEY WOULD HAVE GIVEN YOU A FILE NUMBER.**

YOU WILL HAVE TO LEAVE A MESSAGE WITH THAT FILE NUMBER. IF YOU DO NOT HAVE A FILE NUMBER YOU CAN LEAVE YOUR FULL NAME AND BIRTHDATE AND THEY CAN READILY CHECK ON THE STATUS OF YOUR FILE. THE 'ADOPTION UNIT' WOULD BE CORRESPONDING WITH THE ADOPTING PARENT(S). THEY WILL GET BACK TO YOU IN FIVE WORKING DAYS.



SKIDEGATE BAND COUNCIL

BOX 1301, SKIDEGATE, B.C. V0T 1S1 PHONE (250) 550-4496 FAX (250) 550-8247

POSITION TITLE: Executive Assistant to Council and CAO	WAGE/SALARY RANGE: \$20/hr
REPORTING TO: Chief Administrative Officer	TENURE: Full-Time

POSITION OVERVIEW:

Under the supervision of the Chief Administrative Officer, the Executive Assistant provides a support role by providing a variety of administrative duties that includes typing, proof-reading, confidential correspondence, preparing agendas and reports, making arrangements for meetings, coordinating and booking travel and taking minutes at all council related committee meetings

SUITABILITY:

- Demonstrates integrity
- Able to work collaboratively in a team environment
- Ability to personally connect with people
- Exercises sound judgement
- Ability to take responsibility

JOB DUTIES:

PREPARING FOR MEETINGS

- Liaising with Council contacts and government officials when necessary to establish meetings with Council
- At least one day before the scheduled meeting prepare and distribute a final agenda to meeting participants
- Liaising with Council members to determine what meetings or commitments Council members may have so as to update Council calendars
- Coordinates and advertises public meetings in conjunction with the Band Manager

POSITION TITLE: Executive Assistant Job Description

JOB DUTIES CONTINUED:

MINUTE TAKING:

- Minute taker for all Council related meetings; public and committee meetings included
- Ensuring minutes are completed within a minimum established timeline
- Ensure motions are recorded and numbered accurately
- Ensures completed minutes are included in the next agenda for the regularly scheduled Council meeting for adoption
- Maintaining a table of action items to be completed by staff and Council members
- Maintain an isolated motion binder
- In the event the Band Manager is absent ensure minutes, motions and action items are provided to the Band Manager for review and follow-up

ADMINISTRATIVE DUTIES

- Able to deal with a high degree of confidential information; both written and verbal; therefore must comply with the Band's policies and Conflict of Interest Guidelines
- Responding to correspondence
- Preparing Band Council Resolutions, memos, letters, forms and reports using Microsoft Word or Excel
- Liaising with the CAO to ensure Council decisions are conveyed to staff members
- Responding to telephone inquiries when necessary
- Filing on a regular basis

COORDINATING/BOOKING TRAVEL ARRANGEMENTS

- Confirm meeting and/or workshop dates to ensure proper travel arrangements are made
- Ensure the Finance Department is provided with copies of motions pertinent to travel to ensure timely processing of cheques
- Booking hotel accommodations and air travel

EMAIL, MAIL AND FAX SERVICES

- Ensure faxes are provided to Council members and that Council members are contacted in the event information is time-dated (e.g. Meetings requiring Council attendance)
- Fax and or Email as required and maintain a log of outgoing correspondence

*Perform other duties as required.

POSITION TITLE: Executive Assistant Job Description

EXPERIENCE & QUALIFICATIONS:

- Grade 12 education is preferred
- Preference given to First Nations candidates
- Preference given to those who have completed a business-related course from an accredited educational institute (copies of diplomas or certificates required) or a minimum of five years of related experience
- Experience in providing office support services
- Proficient in Microsoft Word and Excel and Internet
- Excellent written and verbal communication skills
- Knowledge of office equipment
- Must possess strong organizational skills and be able to adapt to a changing work schedule
- Confidentiality and Conflict of Interest Guidelines must be adhered to and maintained
- Employment is contingent upon a security clearance as a criminal records check is required
- Must be willing to sign a Confidentiality Agreement

HOURS OF WORK:

8 a.m. to 4:30 p.m., Monday to Friday – contingent upon workload and meetings scheduled; evening work is required on occasion.

Upon completion of the probationary period, this position is subject to the Conditions of Employment established by the Skidegate Band Council.

Please apply in writing to the Chief Administrative Officer Babs Stevens with a resume, cover letter and references.

Deadline for applications: Friday June 28, 2013 at 3 pm.



SKIDEGATE BAND COUNCIL

POSITION TITLE: Financial Accounting Clerk **WAGE RATE:** \$20.00 hr

REPORTING TO: Finance Manager

TENURE: 5 days a week (37 1/2 hrs) – Permanent Full Time”

POSITION OVERVIEW: Under the direction of the Skidegate Band Finance Manager the Finance Clerk will provide a support role for the Finance Manager by assisting with various financial duties that are an integral part of the Band's day to day operation. The Finance department is the key to success of the Band as the information contained therein is of necessity and benefit to each department governed by the band.

A high degree of pride and integrity is required of the Finance team as the department must provide accurate up to date financial information at any given time to lead proponents of the Band that consists of the Chief and Council, Band Manager and Program Managers. The Finance Clerk realizes the necessity of maintaining and complying with the Band's confidentially and Conflict of Interest guidelines.

QUALIFICATIONS: A minimum of Grade 12 education is required with preference given to individuals who have successfully completed level 3 of an accredited accounting designation (CA, CMA, CGA or CAFM) or an equivalent combination of demonstrated ability and education. You will have at least three years experience, and knowledge of computerized accounting systems, labour and human resource standards is required. Preference will be give to individuals who meet the above-noted criteria. Candidates must be able to work well with their peers and provide a courteous service to the Chief and Council and members of the public. Knowledge of Microsoft Office (Word/Excel), and Sage ERP and Ceridian procedures is required. Candidates must be able to deal with a high volume of work flows and adapt to a changing work environment.

Candidates must be willing to undertake a Criminal Records Check and be bondable.

DUTIES: Reporting to the Finance Manager, the Finance clerk will provide clerical bookkeeping support for the Skidegate Band. The role of the Finance clerk is an important role as the Finance Clerk must maintain the integrity and security of the Band's finances by adhering to generally accepted accounting policies and procedures, in addition to complying with the Band's accepted Financial policies and procedures. The Finance Clerk is required to perform the following in an expeditious manner and within specified timeframes and schedules as set out by the Finance Program Manager, in conjunction with the Band Manager:

Data enter a wide variety, and high volume of financial documents that include:
Accounts Payable and Payroll (CERIDIAN)

Into a computerized Accounting Program (specifically, Sage Accpac ERP) and completion of necessary bookkeeping tasks and other duties prescribed from time to time or as outlined in the job description that is available by contacting the Finance Manager.

HOURS OF WORK: 8:00 a.m. to 4:30 p.m. Monday – Friday

RESUMES, together with 3 references and a cover letter must be delivered to the Skidegate Band Office and marked to the attention of Susan Wood, Finance Manager by **3 PM Friday June 21, 2013.**

This position is subject to the Conditions of Employment established by the Skidegate Band Council.

JN13,20