

JOB POSTING – Finance and Membership Clerk

About the position

Position	Finance & Membership Clerk
Reports to	Finance Manager
Start Date	February 23, 2026
Status	Full time, Permanent
Location	In person

Summary

Gitsegukla First Nation is seeking a **Finance & Membership Clerk** to support the day-to-day financial operations of the Finance Department while administering the Indian Registration and Membership Program. This role works closely with the Finance Manager, Indigenous Services Canada (ISC), and Gitsegukla leadership to ensure accurate financial processing and secure management of membership and registration records.

This position is ideal for someone who is highly organized, detail-oriented, and comfortable handling confidential financial and personal information. Training will be provided for Indian Registration and Membership responsibilities.

Who we are

Welcome to the Gitsegukla First Nation, a vibrant and proud community comprising 500 individuals. Nestled at the confluence of the Gitsegukla and Skeena Rivers, just 40 km southwest of Hazelton, British Columbia, our name Gitsegukla symbolizes "*people living under the precipice*" in the Gitxsan language, representing the striking mountain that overlooks our land. Located in the captivating Skeena Valley, our community offers a serene and picturesque environment that has sustained our ancestors for countless generations. We hold immense pride in our diverse culture, profound history, and cherished traditions, and our unwavering commitment is to safeguard these invaluable treasures for the prosperity of future generations.

What we offer

Gitsegukla First Nation will provide you with purpose in your work. As part of our team, you will contribute to the betterment of our community. We value inclusivity, support, and care which foster a positive work environment. Along with the opportunity to work alongside a compassionate like-minded team, we provide a generous compensation package which includes:

- Three (3) weeks annual vacation
- Elective Leave: 18 days paid personal leave
- An additional 10 days paid time off during the festive season
- A generous registered pension plan
- A healthy extended benefit plan
- Training, Learning and Development to support your career growth

What you will do

Financial Administration

- Process accounts payable and receivable, including invoice verification, coding, data entry, and cheque runs
- Maintain accurate vendor and receivable records
- Assist with invoicing, payment tracking, and follow-up on outstanding accounts
- Support month-end and year-end reporting, audits, and bank reconciliations
- Assist with maintaining asset listings for Band-owned equipment and furnishings

Indian Registration & Membership Administration (*training provided*)

- Administer the Indian Registration and Band Lists Program under ISC authority
- Issue Certificates of Indian Status (CIS) and assist with SCIS applications
- Review registration applications and supporting documentation
- Submit monthly event or nil reports to ISC and review registry updates for accuracy
- Maintain secure filing systems, status card registers, and registry materials
- Communicate with members regarding registration eligibility, documentation, and processes
- Assist individuals with appeals and follow-up as required

Administrative Support

- Prepare purchase orders, travel claims, and related documentation
- Draft correspondence related to finance or membership inquiries
- Maintain organized, secure financial and membership files
- Assist with reports to ISC, Chief & Council, and other departments as needed

Qualifications: Education and Experience

Education & Experience

- High school diploma or equivalent required
- Post-secondary training in accounting, finance, or Indigenous governance is an asset
- Minimum two (2) years of experience in office administration, finance, or related roles
- Experience working with First Nations governments or community-based organizations is an asset

Skill Sets and Competencies

- Strong commitment to Gitsegukla First Nation's vision, values, and community priorities
- Knowledge of, or experience working with, First Nations governments and Indigenous communities
- Proficiency with computers and office software, including Microsoft Office and financial/administrative systems
- Sound understanding of financial administration, bookkeeping, and clerical procedures
- Ability to manage confidential financial and personal information with discretion and integrity
- Strong organizational skills with the ability to prioritize, multitask, and meet deadlines in a busy environment
- Clear and professional written and verbal communication skills
- Strong customer service skills and the ability to communicate respectfully with members, staff, vendors, and external partners
- Ability to work independently while contributing effectively to a collaborative team

- Resourceful, proactive, and able to exercise good judgment, diplomacy, and tact when addressing issues
- Willingness to learn and apply Indian Registration and Membership processes and policies

For more information and to apply:

- Submit your resume and cover letter to hire@gitsegukla.net, with the position title in the subject line.
- Deadline: February 13, 2026, 12:00 P.M
- For more information, please contact susan.miller@gitsegukla.net

Persons of Indigenous ancestry will be given preference. s16(1) CHRA. We thank all applicants for their interest. Only those selected for an interview will be contacted.