



**Penticton Indian Band**

841 Westhills Drive,  
Penticton, British Columbia  
Canada V2A 0E8

Telephone: 250-493-0048 Fax: 250-493-2882

March 24, 2026

**Employment Opportunity**

The Penticton Indian Band (PIB) is currently seeking an ambitious and qualified individual to fill the following position:

<b>Position Title:</b>	<b>Accounts Payable Clerk</b>	<b>This position pays:</b>	\$ 24.75-40.50 (Based on education and experience)
<b>Department:</b>	Finance / Administration	<b>Classification:</b>	6/Coordinator
<b>Status:</b>	Term (40 weeks)	<b>Hours of work:</b>	35 hours per week
<b>Responsible To:</b>	Senior Finance Officer		
<b>Location:</b>	841 Westhills Drive, Penticton, BC V2A 0E8		
<b>Deadline:</b>	<b>April 08, 2026</b>		

**Job Summary:**

The Accounts Payables Clerk is an integral part of the finance team at the Penticton Indian Band. This entry-level position is designed to provide comprehensive training and support, facilitating the development of a strong foundation in financial operations and management. The primary responsibility of the Accounts Payables Clerk is to ensure the accurate and timely processing of payables using the Band’s Xyntax accounting software. This role involves a variety of clerical and accounting tasks, including data management, ledger maintenance, and vendor account management. The Accounts Payables Clerk is a key contributor to the financial health and efficiency of the Penticton Indian Band. This role offers an excellent opportunity for growth and development within the finance department, supported by experienced colleagues dedicated to fostering a learning environment.

**Core Competencies:**

- Customer/Client Focus
- Team Work
- Review & Analysis
- Time Management
- Mathematical Reasoning
- Communication
- Service Orientation
- Quality Orientation
- Attention to detail
- Continual Learning
- Energy and Stress
- Problem Solving
- Ethics and Integrity
- Accountability and Dependability

**Duties/Responsibilities:**

**Job Responsibilities and Work Performed**

- Being able to take direction from others and being open to learning.
- Performing daily routines – checking email, responding to correspondence, prioritizing daily and weekly work assignments, managing timelines, data entry, obtaining proper approvals, consulting with managers and staff, cheque runs, filing, etc.

- Data entry includes maintaining individual and vendor accounts and ensuring individual/vendor information is accurate and up to date, creating purchase orders and electronic requisitions for approval, reviewing, and posting invoices and company payments to general ledgers, ensuring accuracy of invoices and investigating/resolving discrepancies, ensuring expenditures are recorded accurately and within proper budgets.
- Assisting with the processing of weekly distribution (cheque runs) and direct deposits; ensuring the payables cycle and schedule are followed and maintained and all the proper approvals are in place and documented under the FAL.
- Processing the monthly income assistance and Post-Secondary distributions (cheque run and direct deposits) in collaboration with the Social Development and Education departments.
- Monthly reconciliation of ledgers and sub-ledgers as well as vendor accounts (reconciling to statements), posting adjustments and resolving errors/discrepancies.
- Ensuring the strict confidentiality and privacy of financial records and maintaining filing systems to organizational standards.
- Consulting cash flow and ensuring payment distributions are aligned accordingly and forming payment strategies to make timely A/P payments and mitigate supplier objections.
- Adhere to all organizational policies and follow established procedures (Human Resources Manual and Financial Administration Law);
- Participate in required meetings providing input and recommendations;
- Cross-training in other functions of the finance department, such as Account Receivable and Payroll, to provide additional support, as well as coverage for vacation and sick leave purposes;
- Perform other accounting duties as assigned.

### **Specific Job Skills and Levels to achieve**

- Willingness to learn the accounting systems, budgets, and internal controls.
- Average to advanced computer proficiency and aptitude (Word, Excel, Outlook);
- Willingness to learn and use various computer software (specifically accounting software).
- Good interpersonal and communication skills – written and verbal;
- Good organizational and time management skills;
- Work towards acquiring good data entry skills with excellent attention to detail.
- Work towards achieving strong mathematical, problem solving, and reasoning skills.
- Ability to work well under pressure and meet set deadlines;
- High level of integrity, ethics and moral judgment for handling confidential information and monetary transactions;
- Ability to work well in a team environment;
- Professional and diplomatic and good negotiation and conflict resolution skills in order to handle late payment and delinquent accounts;
- Strong service orientation, providing quality services internally and externally (community).

### **Qualifications/Requirements:**

#### **Minimum Academic/Educational Requirements**

- Grade 12 diploma or equivalent

#### **Other Certification, Licenses, Designations and/or Training**

- Valid Class 5 BC Driver's License

### Minimum Level of Experience

- 1-2 years working in an administrative capacity
- Previous experience in a clerical or accounting role is beneficial but not required

### Assets:

- Coursework in accounting or finance
- Experience with Xyntax Systems (accounting software).
- Properly insured and reliable vehicle.

### Working Conditions:

- Sitting at workstation for extended periods
- Manual dexterity required to use desktop computer and peripherals
- Overtime as required
- Some travel may be required

Preference will be given to qualified Aboriginal applicants as per section 21 of the Human Rights Code.

\*All Penticton Indian Band employees are encouraged to learn about the culture, language and customs of the Okanagan people and must be willing to continuously upgrade their skills and knowledge and further their formal education.

The Penticton Indian Band offers a competitive compensation and benefits package as well as a great team and respectful work environment. If you are qualified and looking for an exciting and rewarding career. Please send a resume and cover letter to the attention of:

**Armando O. Lopez, HR Manager**  
**Penticton Indian Band**

**Mail:** 841 Westhills Drive Fax: (250) 493-2882  
Penticton, BC V2A 0E8 Email: [jobs@pib.ca](mailto:jobs@pib.ca)

**In Person:** PIB Administration Offices – 841 Westhills Drive, Penticton, BC

*The Penticton Indian Band provides equal employment opportunities to all, regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, political belief, creed, disability that does not prohibit performance of essential job functions or that cannot be accommodated, or conviction for which a pardon has been granted. However, where two or more applicants have comparable or equivalent skills and qualifications, preference shall be given, in the following order, to persons with specific knowledge of and/or experience with Sn'Pink'tn(Penticton) language (N'syilxcen), culture, history and customs; persons of Aboriginal, Métis or Inuit ancestry; and all others. **We thank all those who apply; however, only those candidates selected for interview will be contacted.***