

POSITION	Accounts Receivable Clerk
WAGE	\$28 - \$32/ hr
STATUS	Full Time - 72 hours biweekly
SUPERVISOR	Finance Controller
LOCATION	Atlin, BC
CLOSING DATE	Until filled
BENEFITS	Dental, Vision, STD, Employer Pension Contribution, Relocation Allowance, Continuing Education & Events

POSITION SUMMARY

Reporting to the Finance Controller, the Accounts Receivable Clerk is responsible for ensuring the accurate and timely processing of receivables in accordance with TRTFN financial policies and internal controls. The incumbent prepares invoices, records payments, issues receipts, maintains documentation for all financial transactions, and supports payroll and benefits administration to ensure continuity of service and cross-training within the Finance Department.

The role supports contribution agreement and grant tracking, assists with reconciliations, audit preparation, and financial reporting, and ensures compliance with applicable accounting standards. The incumbent contributes to the overall efficiency and accountability of the Finance Department, demonstrating cultural awareness and respect in all communication and administrative practices.

ABOUT THE TAKU RIVER TLINGIT FIRST NATION (TRTFN): The TRTFN is situated in its traditional lands in the community of Atlin, British Columbia. TRTFN is governed through the adoption of a traditional Tlingit clan system of governance and is moving forward as the responsible decision makers of their territorial lands and waters. The TRTFN territory spans over 40,000 square kilometres and encompasses what is now known as British Columbia, Yukon, and Alaska in the US. Its territory contains high mountains, expansive forests rich with wildlife, and salmon-filled wild rivers. As responsible decision-makers, TRTFN is embarking on a course necessary to ensure the continuation and advancement of its rights and interests in all matters that impact the traditional territory. This will assist TRTFN in preserving what is Tlingit.

LIVING IN ATLIN: Atlin is a small community of about 470 people in northwestern British Columbia, located on the eastern shore of Atlin Lake (Áa Tlein in Tlingit, meaning “big body of water”). Surrounded by mountains and connected to the Yukon by a hard-surfaced, all-season road, Atlin combines natural beauty with a close-knit community lifestyle.

The town offers essential services, including grocery stores, a post office, a government agent, a nursing station, an RCMP detachment, churches, a K–12 public school with small class sizes, day care, volunteer fire department, a museum, a marina, a small airport, parks, playgrounds, laundromat, gas stations, restaurants, and accommodations. Communication is available through landline, satellite, fibre optic, and cell service.

Residents enjoy affordable, family-oriented living with access to a wide range of activities, including fishing, hiking, camping, canoeing, kayaking, snowmobiling, hunting, boating, skiing, and mountain biking. Living within the traditional territory of the Taku River Tlingit First Nation (TRTFN) also provides opportunities to learn about Tlingit culture and traditions while exploring the many adventures the territory has to offer.

WORK THAT MATTERS: You are passionate about improving outcomes for First Nations people. You enjoy working as part of a team and can deliver individual results. You thrive in an environment which allows you to make a high impact on the future of a First Nation Community.

APPLICATION PROCESS

To submit a resume or obtain further information, email special.projects@gov.trtfn.com titled: Accounts Receivable Clerk

- Cover letter must be included.
- Preference is given to qualified Taku River Tlingit First Nation Citizens.
- We are only able to accept applications from permanent Canadian residents.
- We thank all those who apply. Only those who are being considered will be contacted.