



## **Position Description**

### **Accounting Coordinator (4 days a week)**

#### **About the SLCC**

The Squamish Lil'wat Cultural Centre is an Indigenous owned not for profit. We embody the spirit of partnership between two unique Nations who wish to preserve, grow and share their traditional cultures. At the SLCC our purpose is to uplift the Skwxwú7mesh and Lílwat7úl people, with pride and visibility on their land.

#### **About the Role**

This role supports the day-to-day financial operations of our Finance team, helping ensure SLCC numbers are accurate, and our processes are followed. With a strong eye for detail, the Accounting Coordinator balances multiple priorities - from accounts payable and receivable data entry to vendor maintenance, reconciliations, and expense processing. The role contributes to month-end reporting and continuous improvement of financial processes. As a small and collaborative team, we support one another across functions and step in where needed to keep our financial operations running smoothly.

The hourly wage band starts at \$26/hour, and is experience dependent. When working 24+ hours per week, we offer extended Health Benefits, WB Seasons Pass or a Health & Wellness spending account, and a Training and Development budget.

The Accounting Coordinator will work approximately 24 hours per week and report directly to the Director of Finance.

#### **What we count on you for – Key Deliverables and Expectations:**

- Responsible for data entry for accounts payable and receivable.
- Review processes, reports, documents and approvals aligned with company procedures.
- Support preparation of month-end accrual and/or correcting journal entries.
- Maintaining vendor files.
- Performs account reconciliation review and analysis.
- Process procurement card, expense report and cheque requests.
- Analyze invoices and vendor statements.



- Completes cash outs and manages petty cash.

### **How you know you are the right fit:**

- Passion for our *culture* first perspective - people, tourism and service.
- Strong systems and administration proficiency.
- Sound time management, prioritization and organizational skills.
- Exceptional oral and written communications skills especially when acting as a liaison between vendors and internal departments.
- Proven ability to build and maintain positive working relationships – both internally and externally.
- Self-motivated, positive attitude and able to multi-task within a fast-paced environment.
- Proven team player, able to take direction and can also take initiative to ensure key tasks are completed.
- Strong attention to details and accuracy in essential.
- Consistently approachable and professional in manner, with a positive attitude.

### **Experience and Education**

- Education or training in accounting is an asset.
- 1-2 years accounting experience preferred.
- Bookkeeping Systems and Microsoft Office proficiency.
- Experience handling cash.
- Clear criminal background check required upon hire.

Please apply with a cover letter and resume to [careers@slcc.ca](mailto:careers@slcc.ca)

*We thank you very much for your interest and will only be contacting candidates we are moving forward with an interview. We are committed to diversity, equity and inclusion for all people and hire using these principles.*



**Skwxwú7mesh Lílwat7úl**  
SQUAMISH LÍLWAT CULTURAL CENTRE