



Position Description

Canada Summer Jobs - Accounting Clerk

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 Sḵwxwú7mesh and Lílwat7úl people, with pride and visibility on their land.

About the Role

This role supports the day-to-day financial operations of a dynamic Finance team, helping ensure our numbers are accurate, our processes are followed, and our financial information is reliable and meaningful. With a strong eye for detail, the Accounting Clerk balances multiple priorities—from accounts payable and receivable data entry to vendor maintenance, reconciliations, and expense processing—while contributing 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 and efficiently.

This is a full-time role, 30 hours/week. The hourly wage band is \$20.00/hour. The role reports 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.

All SLCC team members model the SLCC values:

- Passion: Shares pride in culture, fosters connection and belonging, and brings a positive sense of humour.
- Empowerment: Takes ownership, follows through, trusts self and others, and stays open to learning from both successes and mistakes.
- Collaboration: Works toward shared goals, values diverse perspectives, and contributes openly while remaining curious about others.
- Equality: Treats everyone with fairness, respect, and consideration.

What you will bring to the team (experience and attributes):

Attributes

- 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

- Previous accounting and cash-handling experience is an asset.
- Basic computer skills, specifically MS Excel is an asset.
- Clear criminal background check required upon hire.

Please apply with a cover letter and resume to careers@slcc.ca



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This is a Canada Summer Jobs opportunity. Applicants must be between 15 to 30 years to be considered. If you are selected for an interview, there may be multiple steps in our selection. We are committed to diversity, equity and inclusion for all people and hire using these principals.



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SQUAMISH LILWAT CULTURAL CENTRE

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