



## CENTRAL INTERIOR NATIVE HEALTH SOCIETY

### **Job Posting: Financial Coordinator Permanent Full Time**

Central Interior Native Health Society (CINHS) is a vibrant urban Indigenous Integrated Health Team clinic and educational facility situated on Lheidli T'enneh territory in Prince George, BC.

#### **Key Responsibilities:**

- Full cycle bookkeeping (AR, AP, Banking & Reconciliations, Payroll, Government Remittances)
- Preparation of monthly departmental financial statements
- Assist in audit and year end working papers
- Funding proposals and reporting to agencies
- Budget: Provide financial expertise for budget preparation and subsequent monitoring
- Work closely with ED

#### **Qualifications:**

- Sage 50, Microsoft suite
- Formal education in bookkeeping or equivalent experience
- Experience in Departmental/Project accounting
- Extensive knowledge and experience of financial statement preparation
- Intermediate Accounting courses
- Experience in budget preparation and oversight
- Critical thinking ability
- Analytical skills
- Visionary – forward thinking
- Strong financial acumen
- Proven track record in meeting deadlines

In accordance with Section 41 of the BC Human Rights Code & Section 15 of the Canadian Charter of Rights & Freedoms, preference will be given to qualified candidates with Aboriginal Ancestry.

Qualified applicants can send their resume & **cover letter** to email: [hr@cinhs.org](mailto:hr@cinhs.org)  
We regret that we can only respond to candidates chosen for an interview.

**This posting will be open until the position is filled**