



K'en T'em

JOB POSTING

Finance Specialist

JOB TITLE:	Finance Specialist
REPORTS TO:	Finance Manager
TERM:	Full-time, permanent position
LOCATION:	Merritt, BC
PAY SCALE:	\$60,000 - \$75,000 Annually
START DATE:	As soon as a suitable candidate is found



K'en T'em Limited Partnership (KTLP) is a for-profit corporation committed to providing the Nlaka'pamux people of the eight Citxw Nlaka'pamux Assembly (CNA) Participating Bands with the resources that will help them efficiently create, manage and operate business opportunities. We are leaders at putting cross-cultural values at the forefront of our business while prioritizing simple, efficient, integrative solutions that meet the unique needs of our clients.

We are seeking a Finance Specialist to support our financial operations, specifically in Accounts Payable (AP), Accounts Receivable (AR), and payroll. This role is ideal for an experienced finance professional who thrives in a fast-paced environment and is dedicated to accuracy and efficiency in financial processes. As a key member of our finance team, you will contribute to the success of K'enT'em by ensuring smooth and compliant financial transactions that support our commitment to operational excellence

Primary Duties

Accounts Payable (AP):

- Manage end-to-end AP processes, including processing invoices, tracking payments, and verifying accuracy,
- Ensure timely and accurate payment of all supplier invoices. Reconcile AP accounts and resolve discrepancies with vendors to maintain strong supplier relationships.

Accounts Receivable (AR):

- Oversee billing and collections, ensuring timely invoicing and efficient tracking of client payments,
- Monitor AR aging reports, follow up on outstanding invoices, and manage collections to maintain optimal cash flow,
- Collaborate with project managers to resolve any billing issues and provide regular updates on account status.

Primary Duties Continued

Payroll Processing:

- Prepare and process bi-weekly payroll for all employees, ensuring compliance with federal and provincial regulations,
- Verify time entries, calculate overtime, and ensure accurate payroll deductions and withholdings,
- Maintain payroll records and respond to payroll-related inquiries from employees and management.

Knowledge, Skills and Abilities

- Proficiency in accounting software; experience with Explorer Eclipse is a significant asset,
- Strong proficiency in MS Excel,
- Attention to Detail: Ability to manage multiple financial processes with a high level of accuracy and integrity,
- Communication: Strong communication skills to interact effectively with team members, vendors, and clients,
- Problem-Solving: Proactive approach to identifying and resolving financial discrepancies and payroll issues.

Experience and Requirements

- Education: Diploma or degree in Accounting, Finance, or a related field,
- Experience: 3+ years of experience in AP, AR, and payroll roles, preferably within the construction, mining, or heavy equipment industry.



Please submit your cover letter and resume to:

Email: HR@kentem.ca

Subject Line: Application - Finance Specialist

In Person: 2025 Granite Ave, Merritt BC

Mail: PO Box 618, Merritt, BC V1K 1B8

Fax: 250-378-2910

We wish to thank all applicants for their interest and effort in applying for the position; however, only candidates selected for interviews will be contacted. Your application to this posting is deemed to be your consent to the collection, use and necessary disclosure of personal information for the purposes of recruitment. K'en T'em respects the privacy of all applicants and the confidentiality of personal information.