



Accounting Support Specialist

Xat'sūll First Nation | Williams Lake, BC | Full Time Permanent

Unified, Strong, Self Determined, Holistically Sustainable and Prosperous

THE OPPORTUNITY

Xat'sūll First Nation is seeking a detail-oriented and organized Accounting Support Specialist to join our Finance Department. This role is ideal for someone with strong accounting knowledge, excellent attention to detail, and a commitment to accuracy and confidentiality.

Reporting to the Director of Finance, the Accounting Support Specialist is responsible for managing Accounts Payable, Accounts Receivable, account reconciliations, journal entries, and providing backup payroll support. The successful candidate will support month-end and year-end processes, maintain accurate financial records, and assist with audit preparation and financial reporting to ensure compliance with organizational policies and funding requirements. A full job description can be found on our website. [click here](#)

POSITION DETAILS

This is a full-time position offering a competitive wage, eligibility for our comprehensive benefits package, vacation and other time off, and additional benefits outlined in our total compensation philosophy.

Wage Range: \$30.50–\$33.50

Preferred Start Date: As soon as possible

QUALIFICATIONS

You are a good fit for this opportunity if you possess the following qualifications and experience:

- Diploma in Accounting, Business Administration, or a related field.
- Two to four years of experience in Accounts Payable, Accounts Receivable, or general accounting.
- Hands-on experience with Sage Intacct.
- Experience with payroll systems, including Sage 300 and/or ADP.
- Strong understanding of accounting principles, journal entries, and account reconciliations.
- Proficiency in Microsoft Excel, including lookups, filters, and pivot tables.
- Strong organizational, analytical, and problem-solving skills, with excellent attention to detail.
- Ability to maintain confidentiality and work independently and as part of a team.
- Experience working with a First Nation government or Indigenous organization is an asset.

Applicants must be legally authorized to work in Canada for the duration of employment. **Preference may be given to applicants of Aboriginal ancestry in accordance with Section 16(1) of the Canadian Human Rights Act.**

WHY JOIN XATSÚLL FIRST NATION?

Xatsúll First Nation is advancing a strong vision for good governance, community well-being, sustainable growth, culture, connection, and self-determination. Join a collaborative team where your financial expertise will contribute to responsible financial management and the long-term success of the community.

HOW TO APPLY

To apply, please submit a cover letter and resume outlining how you meet the qualifications to hr@xatsull.com by no later than **Nov 6, 2026, at 4:30 p.m.**

Employment in this position is subject to completing a satisfactory criminal record check including a vulnerable sector check.