



## **JOB DESCRIPTION – Temporary Data Entry Clerk – Accounts Payable**

### **The Organization:**

Little Shuswap Lake Band is seeking an exceptionally talented and professional Data Entry Clerk who will support the Finance Departments day-to-day responsibilities. The Data Entry Clerk will provide data entry of invoices and filling of confidential records. The Data Entry Clerk will provide such requirements in a timely, discreet, and ethical manner. The Clerk will bring experience and professionalism to enable the Finance function to be as effective as possible.

If you are proactive, smart, efficient, detail oriented and organized, we want to hear from you!

### **The Opportunity: A Day in the life of the Data Entry Clerk – Accounts Payable**

As the **Data Clerk** you will:

- Preparation and prioritization of invoices for computer entry by transcribing, compiling, and sorting information establishing entry priorities.
- Provide full administrative support including scanning, copying, filing, data entry and other tasks as needed
- Maintain data entry requirements by following data program techniques.
- Verify data entry by reviewing, correcting, deleting, or re-entering.
- Participate in staff and/or project meetings (as required).
- Adhere to current Communication Policy and confidentiality regulations
- Participate in staff training sessions, mentoring programs, and team-building exercises.
- Assist in other departmental activities as a team member, where relevant.
- Be flexible to perform any task deemed necessary to support department and company-wide initiatives

### **Requirements: What you bring to the organization:**

- Experience with Data Entry and computer systems
- Familiarity with Finance environment
- Excellent oral and written communication skills.
- Highly professional and adaptable with proven judgement and discretion.
- Demonstrate initiative, creative, and organizational skills, with keen attention to detail and business acumen.
- Excellent interpersonal skills with strong abilities to work with cross-functional teams.
- Ability to work independently in a fast-paced environment.

### **Our “Must Haves” that make you great:**

- Attention to detail and high level of accuracy.
- Be enthusiastic, adaptable, and patient as well as highly detailed oriented and data-efficient



- Proactive, smart, efficient, detail oriented and organized; you know how to prioritize and ensure things get done in the right order of importance.
- You communicate with honesty and kindness (verbal and written) and create the space for others to do the same.
- Works well independently and in a team environment.
- Flexible and adaptable to changing priorities.
- Excellent time management skills with ability to multitask and prioritize work.
- Passionate, energetic, and love a fast-paced, highly collaborative environment.

**What we will provide:**

- Full Time – Temporary Role
- Growth opportunities
- Competitive compensation

Please send resume and cover letter to Human Resources: [gbowering@slib.com](mailto:gbowering@slib.com)  
Position will be open until filled.

**NOTE:** *Only those applicants under consideration will be contacted. Please accept our utmost appreciation for your interest. We are an Equal Employment Opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, creed, age, sex, gender, sexual orientation, national origin, religion, marital status, medical condition, physical or mental disability, military service, pregnancy, childbirth and related medical conditions or any other classification protected by federal, provincial and local laws and ordinances. Reasonable accommodation is available for qualified individuals with disabilities, upon request. This Equal Employment Opportunity policy applies to all practices relating to recruitment and hiring, compensation, benefits, discipline, transfer, termination and all other terms and conditions of employment. While management is primarily responsible for seeing that equal employment opportunity policies are implemented, you share in the responsibility for assuring that, by your personal actions, the policies are effective.*