



KCFN Forestry Ventures Limited Partnership

General Delivery, Kyuquot, BC V0P 1J0

Ph: 250 332-5259 ext. 108, Fax: 250 332-5210

Job Posting: Book Keeping Services

Posted: October 25, 2018

KCFN Forestry Ventures Limited Partnership (KCFNFVLP) requires the services of a part time experienced book keeper to handle weekly book keeping and monthly reporting in support of KCFNFV's forestry manager. KCFNFV LP is the forestry arm of the KA:'YU:'K'T'H'/CHE:K'TLES7ET'H' Nations (KCFN) Holdings Limited Partnership and is responsible for managing the Nations' forestry assets that include treaty settlement lands, two Crown woodlot licences, a First Nations Woodlands licence and other temporary tenures. The company has three full time employees plus a casual forestry crew. It conducts its own planning and tenure administration on its tenures and provides services to external parties.

Tasks would include:

- using Quick books online; receiving and posting all invoices, revenues, expenses and bimonthly payroll on an ongoing basis.
- supporting the forestry manager with coding and allocation of employee time, external services, expenses, and related billing.
- managing a cut off schedule and preparing monthly statements for review by the management team.
- preparing summary reports and analysis from time to time on request by the management team (ie monthly, quarterly summaries of various costs, revenues etc).

In addition to the forestry manager, the book keeper will also report to KCFN Accounting staff. KCFN accounting will retain authority over payment authorizations, taxes (GST), payroll, banking, and insurance . With time some of these tasks may be delegated to the book keeper .

Initially, the scope of work is expected to require 2-4 days (16-32 hours) per month but this is expected to grow overtime as the company's business activities expand. Location and work schedule to perform this work is flexible and can be based out of Kyuquot or Campbell River. If based in Campbell River, occasional travel to Kyuquot will be required.

In accordance with Section 2.3 (a) (i) (A) of the KCFN's Government Personnel Act, the KCFN is applying an aboriginal employment preference first to KCFN Citizens and second to members of other First Nations. A criminal record check will be required as a condition of employment.

Please provide a short resume of experience and expectations for remuneration. A short interview with the management team will be arranged as part of the selection process. Recruitment will take place as soon as possible. Please direct all enquiries to:

Russell Hanson, Manager, KCFN Forestry Ventures LP

Phone: 1 250 332 5259 ext 108, Cell: 1 250 203 2558

Email: russellh@kcfirstnations.com