



Tk'emlúps te Secwépemc

(Kamloops Indian Band)

JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

POSITION TITLE: Credit (Collections) Officer
DEPARTMENT: For Profit Departments
SUPERVISOR: Tax Administrator Manager
TERMS: Full Time, Permanent
REFERENCE #: 2021-100

PURPOSE OF POSITION:

- 1. Provides efficient and effective collections activities in accordance with leases, sub-leases, permits, contracts, agreements, approved practices, policies, laws, by-laws, budgets, standards, and guidelines, and seeks direction from applicable For-Profit manager (95%)**
 - Carries out and calculates interest and penalties, accordingly, with established collection proceedings and enforcement activities as necessary for aged accounts.
 - Provides efficient and effective bookkeeping, clerical and administrative work relating to accounts receivable.
 - Contacts customer debtors to gather and verify information to establish suitable payment arrangements, identify options and explain remedies available to the TteS in the collection of outstanding monies owed to the TteS.
 - Liaises between TteS departments and TteS business entities to cure identified file deficiencies.
 - Prepares and delivers communications accordingly to customer debtors and tracks progress and results of collections proceedings and enforcement.
 - Facilitates the resolution of customer debtor inquiries and follows-up with the customer debtor to ensure customer satisfaction.
 - Reviews and maintains electronic and hardcopy files detailing customer debtor collection activities and outcome of recovery efforts.
 - Where appropriate, provides information to law offices, lending institutions and trustees in bankruptcy.
 - In accordance with policies, laws, and bylaws, prepares band council resolutions and proper meeting submissions to Chief and Council.
 - Identifies and prepares accounts requiring legal action and assists legal counsel as per their advice.
 - Implement payment policies and procedures and administers and manages recovery systems and processes to support collection activities.
 - Works cooperatively with others to improve and support TteS' respectful workplace and to provide quality and seamless customer service in a timely manner.
 - Participates in workshops, training programs, and seminars in related fields to upgrade skills and knowledge relevant to the position.

- Performs all duties and responsibilities in accordance with TteS policies, laws, by-laws, standards, and procedures and as directed.
 - Maintains confidentiality on all matters relating to the affairs of TteS.
- 2. Other related duties as required. (5%).**

Professional Certification, Education and Experience:

- Secondary education in Finance and 2 years work experience in collections or an equivalent combination of education and work experience.
- Secondary education in First Nations laws and legislation an asset.
- Must have working knowledge and experience in accounting systems, word processing and excel spreadsheets.
- Must pass criminal record check.
- Must have a valid BC Class 5 Driver’s License.

Skills and Abilities:

- Strong working knowledge of accounting systems and financial operations.
- Strong working knowledge of First Nation band governance administration operations, systems, and processes.
- Strong working knowledge of the agreements, contracts, policies, laws and by-laws, and regulations and other related legislations/regulations.
- Strong organization skills and ability to manage competing priorities.
- Ability to perform data entry with a high level of speed and accuracy.
- Ability to work in a multi cultural setting.
- Exceptional interpersonal skills with the ability to use tact and diplomacy.
- Proficient with use of the internet.
- Proficient in Microsoft Office Suite.
- Ability to verify, research and collect data, and prepare reports and other documents.
- Strong ability to take direction and produce quality work that is completed on time.
- Strong ability to take initiative and use time to produce quality work.
- Excellent oral and written communications skills.
- Must display positive attitude and have strong teamwork and cooperation.
- Flexible, committed, and enthusiastic.

HOURS OF WORK: Normal Day shifts – 7 hours. Non-normal shifts maybe required.

PAY GRADE: As per current TteS wage grid.

Tk’emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

Deadline for the Job posting is August 11, 2021 by 2:00pm

**Submit Job Application Form, cover letter, resume, and references
 online: <https://tkemlups.ca/employment>, by fax: 250.828.9847,
 or in person, at our Human Resources office #200 – 330 Chief Alex Thomas Way.
 Office Hours are Monday to Friday 8:00 a.m. to 4:00 p.m. &
 closed for lunch from 12:00pm to 1:00pm**

We require each applicant to fill out
 an online application form which can be found at: <https://tkemlups.ca/employment/>

Any late submissions or submissions without the job application form will not be considered.