

Stz'uminus Summer Job Opportunity

Job Title: Finance Assistant (1 position)
Pay: \$17.85 per hour
Contract: Term, June 9, 2025 – August 21, 2025
Hours: Mon to Thurs, 8.00 am to 5.00 pm
Location: Ladysmith, BC

About The Role

The Finance Assistant will provide support to the Finance Department by assisting with basic bookkeeping, data entry, and administrative tasks. This position is ideal for students pursuing studies in finance, accounting, or business administration.

Responsibilities

- Assist with data entry for invoices, receipts, and other financial documents.
- Support the preparation of financial reports and summaries.
- Organize and file financial records.
- Help maintain spreadsheets and financial databases.
- Provide general administrative support to the Finance Department as needed.

Qualifications

- Between Ages of 15 - 30 years.
- Enrolled in a post-secondary program related to finance, accounting, or business preferred. We also encourage students currently enrolled in Grade 12 with an expressed interest in Finance or Accounting to apply.
- Familiar with Microsoft Excel Microsoft Word.
- Strong attention to detail and organizational skills.
- Willingness to learn

SFN is committed to respecting diversity within our workforce; preference will be given to individuals who identify as First Nations, Inuit, or Métis.

How to apply

Please send your application to alan.francis@stzuminus.com, with subject, as title of the Job applied for.

For more information about us, please visit: [Stz'uminus \(stzuminus.com\)](http://stzuminus.com)