



Regional District of Bulkley-Nechako Finance Summer Student Position

The Regional District of Bulkley-Nechako is hiring a summer student position in the Finance Department. This is a 35 hour per week position that begins on May 5, 2025, and ends on August 29, 2025. Start and end dates are negotiable. The wage for this position will be \$23.95 per hour (2025 rate).

This is an ideal opportunity for a student enrolled in post-secondary studies with a keen interest in accounting and financial management to gain valuable hands-on experience by working within a local government finance department.

Responsibilities and Duties:

Reporting to the Chief Financial Officer, the employee will assist with financial services operation, and daily financial activities. Duties will include:

- Assist with day-to-day financial matters, including accounts payables, accounts receivable, invoicing, bank deposits, receipts, and petty cash disbursements
- Filing and archiving of financial records
- Prepare and update the Regional District's asset management plans
- Aid in the development of the Regional District Climate Action Plan
- Other duties as required

Skills and Qualifications:

- Preferred post-secondary education and familiarity in finance
- Advanced level of spreadsheet and word processing
- Strong technical accounting, analytical and data entry skills
- The ability to type at least 40 words per minute
- A self-starter with the ability to work individually and as part of a team
- A valid BC driver's license

Resumes will be accepted until 4:30 pm, Monday, March 17, 2025, and should be addressed to:

John Illes, Chief Financial Officer

Subject Line: Finance Summer Student Position

Email: hr@rdbn.bc.ca

Mail: PO Box 820, Burns Lake, BC V0J 1E0