



JOB POSTING

Accounts Receivable Administrator

The Organization:

A.E.W. LP was formed in 2017 by Nlaka'pamux Nation Tribal Council member communities to carry out "on the ground" work related to archaeology, the environment and wildlife protection. This work has been made necessary by activities of others within the Nlaka'pamux homeland including transportation, mining, forestry, oil and gas, and utilities projects. The Nlaka'pamux Nation Tribal Council is not opposed to development within our homeland, but developments and activities must be consistent with Nlaka'pamux title and rights.

Interested in viewing more information on AEW LP? Please visit our website at www.aewlp.ca or our LinkedIn <https://www.linkedin.com/company/aew-limited-partnership/>

Why Work with Us?

A.E.W. LP is guided by a commitment to uphold Nlaka'pamux rights and environmental integrity. You will directly contribute to projects that respect and reinforce Nlaka'pamux values. We foster a supportive team environment where all voices are valued, and knowledge sharing is encouraged. We offer flexible work arrangements, including opportunities to work from home, and a strong emphasis on maintaining a healthy work-life balance with a competitive compensation package:

- Annual salary range of \$50,000 – \$70,000
- Matching Group Retirement Pension (1%–6%)
- Extended Health and Dental Benefits
- Paid vacation plus approximately five additional paid days during the holiday season

The Role:

A.E.W. Limited Partnership (A.E.W. LP) is seeking a detail-oriented and proactive Accounts Receivable Administrator to support the financial health of our organization. This role ensures accurate and timely billing, payment processing, and account reconciliations while maintaining strong relationships with clients and internal stakeholders. The successful candidate will contribute to continuous process improvements, uphold financial integrity, and actively support the protection and advancement of Nlaka'pamux title and rights.

This position requires collaboration with project managers, consultants, administrative staff, and member communities of the Nlaka'pamux Nation Tribal Council to ensure consistent approaches to administrative services.

Reporting to the Senior Manager, Financial Planning & Analysis, the Accounts Receivable Administrator will:

- Prepare and issue accurate client invoices in accordance with project contracts, billing schedules, and AEW policies.

Take care of the land and the land will take care of you



- Monitor outstanding receivables and follow up with clients regarding overdue accounts in a courteous and professional manner.
- Maintain up-to-date and accurate records of all billing and payment activities, ensuring data integrity and confidentiality.
- Collaborate with project managers, consultants, and administrative staff to resolve billing discrepancies or client inquiries promptly.
- Generate and distribute regular reports on receivables, aging summaries, collections progress, and other financial metrics as required.
- Assist in month-end and year-end closing procedures related to accounts receivable.
- Identify opportunities to improve billing and collection processes for greater efficiency and accuracy.
- Support audits and financial reviews by providing required documentation and explanations related to client accounts.
- Perform other related duties as required to support the finance and administrative functions of AEW.
- Ensure all accounts receivable activities align with AEW's values, policies, and commitment to the protection and advancement of Nlaka'pamux title and rights.
- Commitment to the protection and advancement of Nlaka'pamux title and rights.
- Working in partnership with member communities of the Nlaka'pamux Nation Tribal Council to ensure consistency of approaches and methodologies for administrative services.
- Other duties as assigned.

Requirements:

- Completion of a post-secondary certificate or diploma in Accounting, Finance, Business Administration, or a related field.
- Minimum of 2 years of experience in accounts receivable, billing, or general accounting.
- At least 3-5 years working experience with an ERP system.
- Proficiency in ERP and accounting systems, particularly NetSuite and Workday.
- Strong working knowledge of MS Office applications and SharePoint.
- Experience working in consulting, professional services, or project-based environment.
- Exceptional attention to detail, accuracy, and organizational skills.
- Strong communication and interpersonal skills, with a professional and client-focused approach.

What makes you exceptional:

- Accounting knowledge and background.
- High degree of technical aptitude.
- Excellent organizational skills (prioritizing, time management, record keeping and follow-up).
- Exceptional attention to detail and accuracy.
- Proven ability to meet tight deadlines, manage conflicting priorities, and work well under pressure in a rapidly changing environment.
- Strong interpersonal and communication skills.
- Previous experience working with Indigenous Communities.
- Strong team player, self-motivated and proactive thinker.



Archaeology. Environment. Wildlife.
LIMITED PARTNERSHIP

Submit your cover letter and resume to garchie@aewlp.ca or in person at 1212 McGill Street, Kamloops, BC. The deadline for applications is open until filled. *We thank all applicants in advance. Please self-identify, as preference will be given to Nlaka'pamux*



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