

EMPLOYMENT OPPORTUNITY

SERVICE AREA: Treasury

COMPETITION: TAEM-01-04-01-21

DEPARTMENT: Treasury

POSITION: Controller

DATE POSTED: Apr-01-21

SALARY: \$80,000 - \$105,000

DEADLINE: Apr-12-21

STATUS: Full Time

NOTICE: DEADLINE TIME TO SUBMIT IS 12:00pm (NOON)

General Statement of Duties:

The Controller supervises and directs a team of accounting staff to manage the day-to-day financial operations of Siksika Nation Administration. In addition, this role consists of supporting the Chief Financial Officer with the preparation of Financial Statements and Budgets to be presented to Siksika Nation Chief and Council. The Controller also supports the Chief Financial Officer in preparing relevant financial reports for the purposes of strategic decision making and achieving operational efficiency and effectiveness

Duties & Responsibilities: Duties include but are not limited to:

- Support the Chief Financial Officer with initial preparation of divisional and consolidated financial statements (Income Statement, Balance Sheet, and Cashflow) in accordance with applicable financial reporting standards;
- Monitor and reconcile all accounts and ledgers to ensure compliance against regulatory requirements and applicable accounting standards;

****SEE RECRUITMENT OFFICER FOR A COMPLETE JOB DESCRIPTION****

MINIMUM QUALIFICATIONS:

Required Knowledge, Skills and Abilities:

Strong Knowledge of applicable accounting standards for financial reporting; In-depth understanding of accounting software along with Microsoft Office Suite (Excel, PowerPoint, and Word); Ability to provide strong leadership and coordinate accounting staff to achieve financial objectives; Ability to prioritize tasks and achieve tight deadlines in a changing environment; Interpersonal style demonstrating a personal commitment to organizational excellence, displays honesty, and a strong sense of ethics in all decisions and actions; Knowledge of full cycle accounting: recording relevant business transaction, preparing adjusting entries, and closing books to develop financial statements; Strong understanding of banking, leasing, payroll and payable processes; Ability to analyze financial data and provide strategic recommendations for decision making purposes; Ability to prepare financial forecasts based on current economic conditions and historical operations; Ability to maintain relationships with government and financial institutions to sustain funding, Strong written and Verbal communication skills.

Education and Experience:

- Bachelor or other post-secondary degree specializing in Accounting.
- 5 years experience in senior accountant role providing supervision over accounting staff.

Other:

- Willingness to, or in the process of pursuing and attaining, a professional accounting designation (CPA etc).

SUBMIT APPLICATION & RESUME TO RECRUITMENT OFFICE

NOTE: *ONLY CANDIDATES GRANTED INTERVIEWS WILL BE NOTIFIED BY PHONE*

▶ **Please call Recruitment Officer before faxing documents**



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