

EMPLOYMENT OPPORTUNITY

SIKSIKA GROUP OF COMPANIES (SGC)

Date POSTED: November 23, 2021

POSITION: Controller
TERM: Three (3) Year Fixed Term Contract
SALARY: Commensurate as per approved Siksika Group of Companies Salary Classification

Deadline for submission: December 3, 2021 (4:30 pm)

Pre-screening: Week of December 7, 2021*

Interviews: Week of December 13, 2021* (SGC Office)

**Dates subject to change*

General Statement of Duties (not limited to the following):

1. The Controller supervises and directs a team of accounting staff to manage the day-to-day financial operations of Siksika Group of Companies' Administration;
2. The role consists of supporting the CEO with the preparation of Financial Statements and annual budgets to be presented to the Siksika Group of Companies' Board of Directors;
3. The Controller also supports the CEO in preparing relevant financial report for the purposes of strategic decision making and achieving operational efficiencies and effectiveness;
4. Lead and oversee the annual Audit process;
5. Support accounting team in performing month end and year end close activities in a timely manner;
6. Monitor and reconcile all accounts and ledgers to ensure compliance against regulatory requirements and applicable accounting standards;
7. Implementation of Siksika Group of Companies' financial policies in day-to-day operations of the accounting team;
8. Other duties that may be assigned from time to time

Education and Experience:

- Bachelor or other post secondary degree specialized in Accounting;
- 5 years' experience in senior accounting role providing supervision over accounting staff.
- Criminal Record Check

(For Complete Job Description please contact 403-361-1101)

At least three (3) References MUST be listed on application for contact and ALL certificates must be attached.

SGC is an Equal Opportunity Employer, however preference may be given to applicants with Aboriginal descent.

Please submit application, resume & certificates to:

The SGC Human Resources Office
or e-mail to:
HR@siksikaresource.com

All inquires should be directed to Christa Rabbit Carrier, HR Coordinator, at 403-361-1101 or by contacting our main office at 403-734-5244.

We thank all interested applicants in advance, however, only those selected for an interview will be contacted.

