



**Siksika Family Services Corporation  
Siksika Resource Centre  
Senior Accountant - P/FT  
Posting Closes – May 24th, 2022**



**OVERVIEW:**

The Senior Accountant is responsible for administrating timely financial information using Generally Accepted Accounting Principles (GAAP) and standards for Siksika Family Services (SFS); including, but not limited to transactional accounting, preparing and maintaining financial records, preparing regular financial reports, monthly account reconciliations, financial analysis and providing financial advisory technical support. The Senior Accountant shall support SFS Controller in the day to day financial operations in completing his/her duties and responsibilities, including providing practical solutions and/or recommendations that may increase effectiveness and efficiencies to SFS' daily financial operations. The Senior Account shall have direct supervision of accounts payable clerks and may be required to complete or aid in the performance evaluation of these staff.

**REPORTS:** Directly to the Financial Controller and Finance Manager of Siksika Family Services Corporation as required.

**RESPONSIBILITIES:**

- Maintains financial records including establishing and monitoring the balance of various accounts using the computerized accounting system.
- Prepares and compiles financial information, including but not limited to, monthly financial reports and quarterly financial statements for SFS's Board Members and CEO/Senior Manager, as required.
- Provides financial technical support to the Board of Directors and/or SFSC management team, as required.
- Monitors monthly expenditures and inform appropriate Director or manager when account discrepancies and/or issues or concerns arise.
- Ensures approvals and documentaries are complying to the Siksika Nation Financial Law and SFSC Finance Policies and Procedures.
- Provides Financial Information for the purposes of program planning, negotiations, budget forecasting and fiscal management reporting, as required.
- Performs other related duties as assigned.

*Due to space, duties of this position have been shortened, but a full job description will be made to successful interview candidates only.*

**QUALIFICATIONS/SKILLS/EXPERIENCE:**

- Must have three to five years of financial accounting experience in a management position.
- Continuing education in accounting is a desired. Degree in accounting considered an asset.
- Must possess strong knowledge of financial management, accounting principles and standards.
- Ability to establish and maintain effective working relationships with employees.
- Ability to compile, verify and analyze financial records.
- Possess strong work ethic and work with integrity and accountability to the corporation.
- Possess knowledge of aboriginal or Siksika culture, language and history. The ability to speak Blackfoot fluently is an asset.
- AFOA Certification will be considered an asset.

**Resumes and cover letters** should be emailed to [familyserviceshrm@siksikafamilyservices.com](mailto:familyserviceshrm@siksikafamilyservices.com) before 11:00 pm of the posting closing date. **Please quote position and competition number 010-2022 on Cover letter.**

**IMPORTANT:** All applicants must include the following:

1. *Degree/Diploma/Certificates and/or related supporting documents.*
2. *Clear Criminal Record and Child Intervention Check*
3. *Copy of Driver's Licence*

**PLEASE NOTE:** Siksika Family Services (SFS) COVID 19 Vaccination Policy requires all employees to be fully vaccinated and provide proof to SFS Human Resources. Reasonable accommodation will be made if the successful candidate cannot be vaccinated due to grounds protected by human rights

SFS thanks all applicants, but only those selected for an interview will be contacted.