

SIKSIKA TRIBAL ADMINISTRATION

EMPLOYMENT OPPORTUNITY

SERVICE AREA: Siksika Treasury Administration

COMPETITION: STA-01-03-03-23

DEPARTMENT: Treasury Administration

POSITION: Account Analyst – Hybrid (Calgary & Siksika)

DATE POSTED: 03-03-23

SALARY: Based on Education & Experience

DEADLINE: 03-17-23

STATUS:

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

General and Responsibilities: Duties include but are not limited to:

The Accounting Analyst is responsible for providing the Chief Financial Officer with accurate monthly, quarterly, and annual financial statements; ensuring that annual budgets are adhered to; and complying with all internal and external financial reporting deadlines.

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

- Ensure that all balance sheet and income statement account balances are correct.
- Prepare and submit monthly financial reports.
- Present financial statements to Program Managers on a monthly basis.
- Review and post journal entries created by Accountants.
- Prepare year end audit working papers and assist external auditors with all queries.
- On a weekly basis, agree revenue to external source documents.

MINIMUM QUALIFICATIONS:

Required Knowledge, Skills and Abilities:

Strong computer skills including Microsoft Word and Excel. Familiar with Great Plains Dynamics and Xyntax. Strong attention to detail and accuracy. Ability to take initiative, organized and meet deadlines. Strong problem-solving including ability to identify and investigate errors and resolve them. Team focused individual

Education and Experience:

- CPA designation, preference given to those with work experience in Public Practice
- First Nations, Municipal and or Government experience is an asset.

Other:

- General knowledge of Blackfoot culture and language.
- Valid Class 5 drivers license.
- This position will be based in Calgary and must be able to travel to Siksika Nation Office when required.

Please Contact Human Resources For a Full Job Description

SUBMIT APPLICATIONS & RESUMES TO

Human Resources.

Email: recruitment@siksikanation.com

Direct Line: 403-734-5567/5579

