

SIKSIKA TRIBAL ADMINISTRATION

EMPLOYMENT OPPORTUNITY

SERVICE AREA: Siksika Nation Tribal Management

COMPETITION: STA-03-03-06-23

DEPARTMENT: Siksika Treasury Administration

POSITION: Jr Accountant - Calgary & Nation Office

DATE POSTED: 03-06-23

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 Junior Account is responsible for assistant the Senior Accountant(s) with the preparation of the monthly, quarterly, and annual financial statements, processing and reconciling of general ledger entries and general ledger accounts for the Nation. The Jr accountant will be based at the Sun Park Plaza in Calgary, and when needed will work on reserve at the Nation office.

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

- Assist with the preparation of monthly financial reports.
- Review and approve monthly bank reconciliations.
- Ensure that all balance sheet accounts are accurate and prepare journal entries when necessary.
- Prepare year end audit working papers and assist external auditors with all queries.
- Perform monthly reconciliations for accounts payable and accounts receivable.
- Responsible for the correct classification of all expenses.
- Make sure that all inter-company balances are in agreement.
- Perform other duties as assigned.

CONTACT HUMAN RESOURCE FOR A FULL JOB DESCRIPTION

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:

- Bachelor's Degree in Business Administration or Accounting
- CPA designation or working towards it.
- Minimum of 2 years' experience in the accounting field
- First Nations, Municipal and or Government experience is an asset.

Other:

- Valid Alberta Class 5 Driver's License
- Will be based at Sunpark Plaza, Calgary Alberta

SUBMIT APPLICATIONS & RESUMES TO
Human Resources.

Email: recruitment@siksikanation.com

Direct Line: 403-734-5567/5579

