

Employment Opportunity



Position: Accountant
Service Area: Treasury
Location: Siksika Nation
Salary: Based on Education and Experience
Date Posted: March 9, 2026
Closing Date: March 23, 2026
Competition Number: CFO-01-02-9-26

POSITION SUMMARY:

The accountant is responsible for performing a range of accounting and financial duties, including transaction processing, financial reporting, and analysis. This position requires a strong understanding of financial and operational accounting principles and supports the accurate management of financial activities across multiple entities. The role involves close collaboration with accounting staff, program managers, and leadership to ensure effective financial oversight and compliance.

DUTIES & RESPONSIBILITIES: *Duties include but are not limited to:*

1. Verify general ledger (GL) coding aligns with budget allocations and funding categories.
2. Managing daily entry of data from credit card activity within the Treasury Administration.
3. Prepare monthly APV for cellular charges and manage telephone payments.
4. Record deposits and incoming payments to the correct GL account, funding category, and profit center.
5. Maintain the accuracy and timeliness of the general ledger, including preparing and posting adjusted journal entries.
6. Collaborate with company leads and program managers to develop annual budgets and financial forecasts.
7. Coordinate with auditors to provide timely responses and ensure a smooth audit process.

MINIMUM QUALIFICATIONS: **Required Knowledge, Skills, and Abilities**

- Strong knowledge of Indigenous financial management principles, government funding frameworks, and reporting requirements.
- Strong knowledge of Siksika Nation Administration Financial Administrative Law (FAL), and federal legislation applicable to First Nations.
- Effective communication and people skills to build collaborative relationships and effectively communicate financial information to diverse stakeholders.
- Strong communication and interpersonal skills to build collaborative relationships and effectively communicate financial information to diverse stakeholders.

Education and Experience

Master of Business Administration (MBA), Administration
Strategic Leadership Program (SLP), Society of Management Accountants of Alberta
Bachelor of Applied Business Administration, Accounting
Minimum of one year of relevant work experience in accounting or finance required.

Professional Designation/Certification/Licenses:

Valid Alberta Class 5 Driver's License required.

Other:

Requires general knowledge of the Siksika Nation culture and some ability to communicate in the Siksika language.

EMAIL recruitment@siksikanation.com To Apply, Receive a Job Description or Employment Application form.
CALL 403-734-5567 or 403-734-5579 to learn more.

WEBSITE www.siksikanation.com

Position will be filled based on requirements and candidate qualifications. Priority: Siksika Members, Indigenous Community, then others