



shishálh
NATION

Employment Opportunity – Full Time JP 2022-28 Senior Accountant

The Position

Under the general supervision of the Manager Finance, the Senior Accountant is responsible for maintaining journals, ledgers and other complex financial reports and for preparing related budgets, financial statements and analytical reports as required. He/she acts as a support to other finance functions related to the execution of shishálh Nation business. As a key resource to the Manager Finance and CFO, this role provides planning, control monitoring, accounting, department reporting, and advising on the application of policies and procedures. This role requires a strong service orientation and a high degree of professionalism as part of the Finance Support team.

The Candidate

- Assist with management reporting and new reporting structures as required by SIB, financial and legal requirement;
- Enforce and improve internal controls;
- Guide financial decisions by establishing, monitoring, and enforcing policies and procedures and financial controls;
- Assist with the reconciliation of principal asset and liability accounts regularly and at year-end;
- Prepare budgets by establishing schedules and consolidating financial data;
- Achieve budget objectives by analyzing variances actions;
- Review operating budgets to examine trends affecting budget needs;
- Summarize budgets, prepare reports, and make recommendations to improve efficiency;
- Analyze operating budgets to identify trends, report findings and provide recommendations;
- Reconcile assigned general ledger accounts and prepare monthly journal entries including the balancing of all clearing accounts;
- Assist with and plan for the interim and year-end audits;
- Assist with maintaining the general and sub-ledgers including the chart of accounts;
- Assist with the development and implementation of various accounting and finance related policies and procedures;
- Prepare and provide reports for funding agencies for funding received to support the department programs and activities as requested;

Qualifications, Skills and Abilities

- Post-secondary degree. Finalist of the CPA program or above.
- Three (3) years' experience in accounting or auditing in a diverse work environment. Cross culture experience preferred.
- Extensive knowledge in accounting, resource & fiscal management, risk management and reporting
- Proven prioritization, time management and effective written and interpersonal communication skills; the ability to build a positive, team-oriented environment.

If you are interested in the position, please send your resume and cover letter to the Human Resources Department at hr@shishalh.com. This position will remain open until filled.

Preference will be given to qualified shishálh members, community members, and other First Nation's members, Inuit and Métis. We sincerely thank all applicants for their interest in the position; however, only qualified applicants will be contacted for an interview.