



EMPLOYMENT OPPORTUNITY

ACCOUNTING ASSISTANT – WHITECAP DAKOTA FIRST NATION

We are a modern and progressive First Nation near Saskatoon and if you are an enthusiastic and dedicated professional, we want to hear from you. We offer competitive compensation, full Health and Dental Benefits, and Pension. Apply to join our team today and see what the Whitecap Dakota First Nation is all about!

DUTIES AND RESPONSIBILITIES

The Accounting Assistant works collaboratively within the Whitecap Dakota First Nation Finance team. The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties. In accordance with standards of the Whitecap Dakota First Nation and reporting to the Chief Financial Officer, the Employee will:

- ✓ Process accounts payable processing using SAGE APA, review for accuracy and identify and resolve invoice discrepancies
- ✓ Generate and distribute internal “General Ledger” and vendor account reports
- ✓ Follow-up on outstanding payables and “on hold” payables
- ✓ Monitor ongoing monitoring of the accounts payable email accounts
- ✓ Monitor accounts receivable processing, communicating to tenants the online payment option
- ✓ Issue invoices and notifying Directors of outstanding accounts receivable
- ✓ Assist with the month / year end analysis as required for audit and/or month end close purposes
- ✓ Prepare weekly payment runs for approval and print cheques
- ✓ Prepare deposits, cheques, and journal entries
- ✓ Prepare a variety of accounting reconciliations
- ✓ Monitor and tracking of progress of related projects
- ✓ Provide staff training and education with respect to purchasing procedures, practices, and controls
- ✓ Support implementation of new accounting solutions and ongoing enhancement of existing business practices and policies
- ✓ Maintain all related electronic and paper files and records
- ✓ Work with external auditors during the audit process
- ✓ Assist in policy renewal and development

- ✓ Manage other, finance related tasks and assignments as directed by the Chief Financial Officer

SKILLS AND QUALIFICATIONS

- ✓ Post-Secondary certificate or diploma in Accounting / Business Administration
- ✓ Clear understanding of accepted accounting principles and practices
- ✓ Process Initiative and Self-drive
- ✓ High Level of diligence and accuracy
- ✓ Strong analytical skills
- ✓ Ability to communicate clear and accurately in English, both written and verbal
- ✓ Well-developed computer skills with above average experience in WORD, OUTLOOK, and EXCEL
- ✓ Experience using SAGE 300 or equivalent financial software
- ✓ Ability to adapt quickly to change, manage multiple priorities and meet deadlines
- ✓ Collaborator seeking to join an outgoing, effective group of financial professionals
- ✓ Valid Saskatchewan Driver’s License
- ✓ Legally entitled to work in Canada

The successful candidate will be subject to an acceptable Criminal Record Check as a condition of employment.

EMPLOYMENT TYPE: Full-time, Term (Monday to Friday)

SALARY AND BENEFITS

- ✓ Competitive salary based on qualifications and experience.
- ✓ Comprehensive health benefits and pension plan.
- ✓ Eligibility for a subsidy off regular rates at the Whitecap Early Learning Centre.

APPLICATION PROCESS

Submit cover letter and resume by email to: mstdenys@whitecapdakota.com.

You will receive an automatic reply acknowledging receipt of your application.

APPLY BY: Monday, January 24, 2022

We wish to thank all applicants for their interest. Only candidates selected for interviews will be contacted.

