



Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations

CAREER OPPORTUNITY

Accounting Technician (AT)

Ka:'yu:'k't'h'/Che:k'tles7et'h' FN Gov't is growing & needs to add a top-notch **Accounting Technician (AT)** to its Finance Team. The AT supports the Finance Dept as well as staff in other KCFN Departments with basic accounting tasks. He or she performs administrative & data-entry related tasks to the preparation of financial records. The AT is an enthusiastic, self-starter who is able to work independently or as part of a team, in a progressive, fast-paced environment. This f/t, permanent, position comes with a competitive wage, extended health benefits, life insurance, Employee Assistance Plan, & pension plan. You will also enjoy time off to achieve a healthy work-life balance!

What you'll do:

- Perform & organize the complete A/P cycle & maintenance of A/P files & adhere to payment deadlines
- Receive/verify invoices & cheque requisitions
- Ensure cheque requisitions have proper back-up attached and proper signature(s)
- Code, verify, & send to supervisor for authority to pay
- Prepare batches of invoices for data entry
- Post invoices in the A/P module
- Adminstrate/manage/carry-out the A/R functions
- Print cheques & distribute them accordingly
- Manage/ensure accurate payments to payees – and correct any problems/issues in a timely manner
- Maintain payment deadlines, update & reconcile control sheets as well as prepare bank files for transfer of payments
- Code, verify & post transactions to journal, ledgers, bank statements & other records
- Perform reconciliations of GL accounts as well as reconcile bank statements at month end
- Maintain accurate records, documentation & investigate incorrect accounting entries
- Prepare & deposit cash receipts ensuring records are properly kept
- Provide back-up for other accounting staff when required (participates in cross-training to facilitate coverage)
- Ensure full compliance with all KCFN policies & procedures
- Tag & record Capital Assets
- Maintain various reports by regularly updating files, reports, & spreadsheets
- Prepare various financial/accounting reports as required

- Participate as an active member in special projects as assigned by the Finance Manager or other senior managers in Finance Department
- Provide back-up coverage/support for payroll when needed (participates in cross-training to build/development skillsets in this area)
- Participate in benefits/pension administration/processing
- Participate in the support/administration of patient travel
- Other duties as assigned

Our ideal candidate:

- Post-secondary education in accounting, finance, or business administration – *strong asset*
- Grade 12 Diploma - *preferred*
- Several years of experience working in a similar industry (ie preferably in a First Nations Financial Government setting)
- Strong aptitude for accounting theory, practice, and systems
- Experience with QuickBooks, Adagio, PayDirt, Office 365, Google docs – *strong asset*
- Excellent file management and organizational skills
- Keen attention to detail with a high level of accuracy
- Ability to meet assignment and project deadlines (sometimes under tight time constraints)
- Well-developed communication and customer service skills
- Good conflict resolution/decision-making skills
- WHMIS, Violence and Harassment Awareness training (or willing to take)
- Valid driver's license, acceptable driver's abstract, reliable vehicle – *asset*
- An acceptable Police Information Check (PIC) – *required*

**** This competition is open to persons legally entitled to work in Canada****

CLOSING DATE & TIME: Open until filled

START DATE: ASAP

STATUS: Permanent, Full-time

DATE POSTED: Feb 12/24

COMPENSATION: \$25 to \$33 per hr + health benefits/life insurance/EFAP/pension

TO APPLY: E-mail cover letter & resume to *Dwayne Worthing, HR Manager*, at dwaynew@kcfirsnations.com citing "**Accounting Technician**" in the subject heading of your e-mail.

In accordance with the provisions of the Canadian Human Rights Act and/or the Employment Equity Act, preference may be given to Indigenous applicants.

We thank all those who apply, however only those shortlisted will be contacted for interviews.