



N'Quatqua Band

120 Casper Charlie Place,
P.O. Box 88, D'Arcy, B.C. V0N 1L0
Phone (604) 452-3221 • Fax (604) 452-3295

Accountant

REPORTS TO:

BAND ADMINISTRATOR

SUMMARY OF WORK DESCRIPTION:

The Accountant will work in conjunction with the Band Administrator and key Program Staff in maintaining the financial accounting and control system for all programs. He/she will ensure maintenance of all computerized ledgers, journals and produce financial reports. The Bookkeeper will supervise the finance staff and provide support.

RESPONSIBILITIES INCLUDE:

Banking:

- oversee monthly bank reconciliations.

Accounts Payable:

- Reconcile accounts payable sub-ledger.

Accounts Receivable:

- Preparation of invoices and statements as required.
- Maintenance of cash receipts journal.
- Preparation of aged accounts receivable listing.

Financial Reporting:

- Prepare monthly-computerized financial reports including budget information.
- Alert the Program Managers as to any significant variances in actual budget comparisons.
- Complete special reports for submission to the Managers and Chief and Council.
- Review reports for accuracy for outside agencies including Health Canada, Human Resources Development Canada and AANDC.
- Work with Program Managers to ensure all program reports are submitted to funding sources in a timely manner.

Budgeting:

- Work with Program Managers of each Department to ensure annual budgets are prepared.
- Provide advice and assist the Program Managers in implementing/monitoring of budgets throughout the year.
- Provide recommendations to the Program Managers and Chief and Council.

Payroll:

- Prepare quarterly report & payment for W.C.B.

Other related duties:

- Attend and participate in Council and community meetings upon request.
- Other related duties as assigned.

QUALIFICATIONS:

Must have:

- Training in accounting, auditing, budgeting, financial planning combined with experience;
- Proven experience in financial budget analysis, preparation of monthly/annual financial reports, and accounting principles;
- Experience in working in First Nations accounting or financial management environment.
- The incumbent must have a vehicle and hold valid B.C. driver's license.

Please forward resume, cover letter to Jenn Levine, jennifer.levine@nquatqua.ca at N'Quatqua Band Office. Only those shortlisted will be contacted for an interview. We would like to have a minimum of 3 applicants prior to setting up interviews.

The closing date for this job posting will be August 20, 2020 at 4pm