

Position: Senior Accountant *REVISED*****

Permanent Full-time Position

Finance, Accounting & Technology Department, North Vancouver, BC

Posted: February 1, 2012 Posting Closes: February 23, 2012



Human Resources
SQUAMISH NATION
Chen Chen Stway Human Resources

Reporting to an accounting manager, the primary responsibility of this position is to coordinate audits for the Nation and its subsidiaries. Under the direction of the manager and input from the department head, the incumbent assumes responsibility for preparation of the Nation's annual budget, performs advanced and year-end accounting duties, coordinates month-end financial statements and prepares monthly financial statements for distribution to department heads and Council. With a professional accounting designation (CA, CGA, CMA), the incumbent is fully GAAP knowledgeable.

Typical Duties & Responsibilities:

- Coordinates audits for the Nation and its subsidiaries.
- Performs advanced and year-end accounting duties.
- Coordinates month-end accounting duties.
- Responsible for preparation of the Nation's annual budget.
- Adheres to workplace health & safety policies, safe work practices and procedures.
- Participates as member of the Finance, Accounting & Technology Team.

Education, Level of Experience & Hiring Requirements:

- Professional Accounting Designation (CA, CGA or CMA).
- Plus Seven (7) years directly-related experience in the majority of specialties listed in job description including year-end accounting, involvement in audits, budgeting, etc.
- Exposure to a First Nations accounting environment is an asset.
- As career progresses, incumbent will be required to successfully complete job-required, short-term upgrading, training and courses relating year-end accounting, auditing, budgeting, etc.
- Experience as an advanced user of the Internet, Microsoft Office Applications – Outlook (Email), Word, Excel, etc. and with Cantax (or other tax preparation software).
- Working experience with a large scale computerized database system.
- Experience with JD Edwards is an asset.
- Previous experience working in a First Nations Community (particularly Squamish) is preferred.
- Must have a valid BC Driver's License Class 4 or 5. Class 7N may be considered.
- Must have a reliable vehicle and current auto insurance.
- Must be able to work evenings and weekends as required.
- Must be able to provide a valid Criminal Records Check.

*A combination of education **and** relevant / related work experience **may** be considered for above education and experience.*

Salary: As per Squamish Nation Performance & Compensation Strategy.

Send Application To: Stephanie Nahanee
Human Resources
336 West 4th Street
North Vancouver, BC
V7M 1J1

Or Email: hr@squamish.net

Application Must Include:

- Cover Letter **&** Resume
- 3 letters of reference from direct supervisors
- Official copies of school records

No faxes will be accepted

ONLY APPLICANTS WITH RELEVANT TRAINING & EXPERIENCE WILL BE CONTACTED FOR AN INTERVIEW

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336 West 4th Street, North Vancouver, BC V7M 1J1 Tel 604-985-8335