



Job Opportunities

Competition # 0117-24

Accounting Officer – One (1) Full Time Position

THE POSITION

An experienced Accounting Officer is sought for a Full Time permanent position based in North Battleford, Sk. This position is responsible for providing financial coordination and assisting in the management of the financial function for the Battlefords Agency Tribal Chiefs Inc. (BATC).

DUTIES AND RESPONSIBILITIES

The fundamental duty of this position is responsible for a broad range of accounting services which support the efficient operation of the expense side of the accounting department as well as general accounting and financial reporting. The Accounting Officer will coordinate and process various types of accounting transactions, prepare and input journal entries, input and reconcile vendor invoices and statements, under-take expense report audits as well as reconcile accounts and prepare bank deposits. The Accounting Officer will work collaboratively within the finance department, and report directly to the Director of Finance

QUALIFICATIONS

- Recognized accounting diploma or the equivalent obtained through training and experience.
- Minimum two (2) years' experience in an accounting environment including the operation of an advanced accounting system, spreadsheets, word processing and the Internet.
- Experience using QuickBooks Accounting Software is considered an asset.
- Experience in First Nation accounting and/or auditing;
- Experience in working for a First Nation organization.

EMPLOYMENT TERMS:

- Salary to commensurate with education and experience
- The position will be subject to an initial six (6) month probationary period and annual performance evaluation.
- Must provide a CIPC
- Willing to work long hours, Including some weekends as needed

Closing date: August 10, 2017 at 4:30 pm - Please quote Competition # 0117-24

Please submit resume and cover letter to:

**Human Resources
Battlefords Agency Tribal Chiefs
971-104th Street
North Battleford, Saskatchewan S9A 4B2**

**Phone: 306-446-1400
Fax: 306-446-1308
Email: humanresources@batc.ca**

Only those selected for an interview will be contacted.