



## **EMPLOYMENT OPPORTUNITY**

### **Accounting Manager - Permanent Full Time**

**Job Reference Number: 2021-FA-I/E-PERM-017**

**Internal/External Posting**

**Salary Range: \$64,000 to \$84,000**

**Posting Date: October 20, 2021 Closing Date: November 1, 2021**

#### **Summary of Duties:**

Under the direction of the Director of Finance this position is to work in accordance with Biigtigong Nishnaabeg's Mission Statement to attain the overall goals of the First Nation. The Accounting Manager provides supervision and direction to the finance department staff to ensure the First Nation financial goals and objectives are met.

#### **Qualifications:**

- An Accounting Diploma, with a minimum of three years' experience working with Accounts Receivable, Accounts Payable, Bank Reconciliation, and Budgeting.
- Familiarity with Payroll and Employee Benefit Plans would be an asset.

#### **Summary of Duties:**

- Ensure effective internal controls to assure safeguarding of assets and reliability of financial statements.
- Ensure reporting to funders is done in a timely matter and as per dead-line dates.
- Ensure committed funds are received when due and allocated accurately.
- Ensure accounts payables and receivables are processed accurately, efficiently and in a timely manner, reporting any concerns/discrepancies.
- Assist with the budget process by developing operating budgets in consultation with the Senior Directors. Ensure administrative and program expenditures meet budget objectives and approval processes, reporting any concerns/discrepancies.
- Oversee and coordinate the fiscal year-end process, ensuring the accurate and timely closing of the year-end books for auditing purposes
- Assume the administrative responsibilities of the Director of Finance in their absence.
- Liaise with appropriate Federal, Provincial, and local agencies.
- Ensure adequate technological requirements, including appropriate training is addressed.
- Coach the members of the finance team.
- Assist in special projects as identified by the Director of Finance.

Incomplete applications **WILL NOT** be considered & WILL automatically be screened out.

Please forward a cover letter, resume and three professional references by email to

[recruitment@picriver.com](mailto:recruitment@picriver.com)

or to Joni Michano – Human Resources / Payroll Coordinator

## **BIIGTIGONG NISHNAABEG**