



## • EMPLOYMENT OPPORTUNITY •

### FULL TIME POSITION SENIOR ACCOUNTANT

The Western Cree Tribal Council is seeking an individual to fill the position of Senior Accountant. Join a team of professional staff serving Western Cree Tribal Council Member Nations. This employment opportunity will be located at the WCTC Sub-Office in Grande Prairie, AB. Interested applicants should possess the following skills and qualifications:

#### SPECIFIC ACCOUNTABILITIES

- Provides daily directions to staff regarding all accounting systems, cost effectiveness, records accuracy, required reports and adherence to accounting rules.
- Balances general ledger and other subsidiary accounts (i.e. payables, receivables, payroll and utilities), securing that all accounting systems are handled promptly and within approved policy guidelines.
- Reconciles and analyzes monthly billing, accounts receivable and general ledger postings and balances. Ensures the timely printing, posting and distribution of all necessary reports.
- Provides leadership and acts as a resource person to financial program staff to ensure a high degree of accuracy and completeness. Assists Finance Officer with review and approval of various daily invoice entry related reconciliations and payments.
- Prepares accounting journal entries and accounting reports within the processes and procedures established by WCTC.
- Provides back-up support, assumes responsibilities and carries out special projects as assigned by the Finance Director.

#### Qualifications:

- Undergraduate degree or diploma in commerce or accounting.
- Completion of a recognized accounting designation or equivalent (ie) CA, CPA, CGA is an asset
- Five (5) years' related experience or an equivalent combination of training and experience including:
  - Effective strong financial management, team building, leadership and supervisory skills.
  - Cash management experience.
  - Hands-on application and use of computer systems and applications including MS Office, Adagio, and Accpac 300
  - Solid planning, organizing, problem-solving and communication skills.
  - Familiarity with applicable federal and provincial funding agencies and processes; and some administrative law.
  - Comply with WCTC Personnel Policy.
  - Hold a valid Alberta class 5 driver's license
  - Hold a current clear criminal record check

Salary Range: Salary to commensurate with qualifications and experience.

Closing Date: May 1, 2025

Please email resume, cover letter, clear current criminal record check in confidence to:  
[hr@westerncree.ca](mailto:hr@westerncree.ca)

*We appreciate the interest of all applicants; however, we will contact only those selected for interviews.*