



• EMPLOYMENT OPPORTUNITY •

The Western Cree Tribal Council is seeking an individual to fill the position of:

SENIOR ACCOUNTANT

About WCTC: The Western Cree Tribal Council (WCTC) is a dynamic organization committed to promoting the well-being and prosperity of our member First Nations. We are currently seeking a dedicated and experienced Senior Accountant.

Job Overview: This person must be diligent and pay very close attention to detail in the processing of Government Funding, monthly reporting to Directors, assisting with Year End Budgets and any other Ad Hoc Tasks.

Primary Duties & Responsibilities:

- Oversee and reconcile, with the Director of Finance, payments to each Member Nation. These include funds that are allocated from both Federal and Provincial government funding agreements.
- Perform monthly reconciliations of cash flow balances due and payments to each Member Nation.
- Assist in preparation of monthly, quarterly, and year-end financial statements.
- Assist Directors in preparing reports.
- Assistance with the annual audit including preparation, audit responses and implementing auditor recommendations.
- Supervise semi-monthly payroll, benefits, pension, WCB and the management of CRA payments.
- Perform any other duties as determined from time to time by the Director of Finance.

Qualifications:

- Minimum Bachelor's degree in Accounting / Commerce or equivalent.
- Preferred Professional Accounting designations (CPA-Canada) or nearing completion.
- Experience using Adagio.
- Strong computer literacy skills including MS Office 365.
- Minimum 4 years of experience in Finance / Accounting.
- Criminal Record Check.

How to Apply: If you are a highly motivated Accountant ready to contribute to the operational success of the Western Cree Tribal Council, please submit your resume, cover letter, references and clearances to executive.assistant@westerncree.ca. For more information, please contact Elaine Goodswimmer at (780) 532-3009. Please include "Senior Account Application" in the subject line.

Applications will be accepted until a suitable candidate is found. We thank all applicants for their interest in WCTC; however, only those selected for an interview will be contacted.

WCTC is an equal opportunity employer, and we encourage applications from individuals of all backgrounds and experiences. We are committed to creating a diverse and inclusive workplace where all employees can thrive.