



PAUL FIRST NATION

WIHNEME INDUSTRIAL CLOSURE SERVICES LP

PO Box 89, Duffield, AB. T0E 0N0

Employment Opportunity

SENIOR ACCOUNTANT

JOB OVERVIEW

The Senior Accountant, under the direction of the Paul First Nation (PFN) Executive Director, is primarily responsible for providing the primary accounting / financial management functions and duties for the Wihneme Industrial Services LP, including all its corporate audit requirements and overseeing the general accounting principles. This is a full-time position.

PRIMARY DUTIES AND RESPONSIBILITIES

The Senior Accountant will be required to execute the following summarized duties and responsibilities in a manner that is consistent and cognizant of the Paul First Nation Financial Management Policies, General Accounting Principles Procedures and Practices.

- Bank reconciliations
- Maintenance of the general ledger and account reconciliations
- Assisting external auditors for the preparation of year- end audit
- Supervision of accounting staff
- Correctly coding of supplier's invoices to the appropriate job numbers.
- Ensuring that purchase invoices are processed timely
- Approving cheque payments and electronic fund transfers for payments made to suppliers and contractors.
- Completing applications for credit with new vendors as and when required
- Generating invoices to customers
- Processing payments received from customers.
- Banking of customer checks
- Assisting with AR Collections
- Monitoring the cash flow.
- Liaison with both vendors and customers to obtain information and resolving issues
- Ensuring compliance with all statutory filing requirements, such as GST and source deductions, are done in a timely manner.
- Preparation and presentation of financial statements to the Board of Directors.
- Control of incoming mail.
- Development and monitoring of annual budgets.
- Foster positive relationships with all stake holders to leverage partnerships and support a productive work environment.
- Funding applications

EMPLOYMENT REQUIREMENTS & QUALIFICATIONS:

The Senior Accountant shall meet the following education and experience:

- An accounting designation, a CPA, Certified Aboriginal Financial Management designation (CAFM) or B. Com degree
- A Minimum of 3-5 years in a similar role and competency with working with computerized accounting systems
- Some knowledge of oilfield operations will be an asset
- Strong communication skills
- Positive attitude and attention to detail
- Knowledge of auditing principles and practices
- Knowledge of business principles
- Knowledge of corporate legislation and regulations
- Knowledge of Privacy Acts
- Knowledge of relevant software
- Computer skills and knowledge of office software package

Salary will commensurate with experience and qualifications.

Application Deadline: Open until a suitable candidate is found.

Applicants will be screened based on qualifications; only qualified applicants will be interviewed.

Please submit your resume and three (3) letters of Reference along with a covering letter attention to:

Deanne Rain, PFN Human Resource Officer

P.O. Box 89, Duffield, Alberta T0E 0N0.

Please send via email to: HR@paulfirstnation.com