



EMPLOYMENT OPPORTUNITY
Accounting Technician
0.8 FTE (26 hours/week)

SUMMARY

Reporting to the Comptroller, this position is responsible for the provision of financial administrative support accounts payable, accounts receivable, payroll and administrative support to Bimose Tribal Council and its affiliated entities.

DUTIES:

- Accounts Payable including payment of invoices, employee expenses, purchasing and maintenance of vendor files
- Accounts Receivable including issuing of invoices and maintenance of receivables files
- Payroll Administration, including biweekly payroll and pension submissions, month and year end reconciliations
- Maintenance of employee payroll files and time and attendance records in conjunction with the Human Resources Manager
- Record keeping and data entry
- Assistance with fiscal year end including preparation for annual audit

QUALIFICATIONS:

- Post-secondary diploma in business preferred
- A combination of education and experience will be considered
- Knowledge of bookkeeping and accounting functions
- Demonstrated effective, efficient and accurate data entry skills
- Experience with payroll processing; ability to interpret and apply relevant payroll legislation
- Experience with data management systems including reporting
- Knowledge of Microsoft Office with a proficiency in Excel spreadsheets
- Knowledge of Adagio Accounts payable system and general ledger
- Knowledge of computerized payroll systems

ASSETS:

- Excellent written and verbal communication skills
- High level of concentration and attention to detail
- Meticulous organizational and prioritization skills
- Experience with Ceridian Powerpay
- An awareness of member First Nations and other organizations
- Understanding of the Ojibway language and culture
- Access to own transportation and a valid driver's license

REQUIREMENTS: A current criminal record check will be requested of the successful candidate

SALARY: commensurate with experience and education.

Applicants must submit a cover letter, resume and three professional references. The application must be submitted by **Tuesday, October 20, 2020 at 4:00pm CST.**

Please submit applications via e-mail, mail (marked confidential), in person, or fax to:
Bimose Tribal Council
Attention: Human Resource Manager
598 Lakeview Drive
Kenora, ON, P9N 3P7

Telephone: (807) 468-5551 – Fax: (807) 468-3908 – email: sricklefs@bimose.ca
Late applications will not be considered