



**CREE NATION OF CHISASIBI**

P.O. Box 150

Chisasibi, Quebec J0M 1E0

Tel.: (819) 855-2878 Fax: (819) 855-2875

## **JOB OPPORTUNITY**

**TITLE:** ASSISTANT ACCOUNTANT

**CORE FUNCTION:** Under the supervision and direction of the Coordinator of Finance, the Assistant Accountant is responsible for providing accounting services.

**DUTIES/RESPONSIBILITIES:**

- Supervise and coordinate bookkeeping activities;
- Must be able to perform tasks such as: calculate and record depreciation of capital assets, bank reconciliation, balancing GL accounts, balancing sub-ledger, etc;
- Prepare or control data entries in the general ledger;
- Will assist in analysing revenues, balance sheets, statement of operations;
- Monitor expenditures of contracts in progress;
- Analyse and reconcile mortgages;
- Analyse payroll, calculate employee benefits such as: fringe, pension and group insurance payments;
- Help department directors/supervisors monitor their respective budgets;
- Ensure the accounting department registers, records, documents and reports are properly maintained and accurate;
- Ensure internal controls are applied;
- Along with the Coordinator of Finance, work towards providing on-going training for finance personnel;
- Must be able to prepare proposals for projects;
- Will have to report financial activities to other entities;
- Prepare and certify financial statements for presentation to Department heads, the Chief and council or statutory public bodies;
- Assist all departments in the preparation of annual budgets;



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- Prepare T4/RL-1 slips and summary at year end;
- Prepare working papers and other documents necessary for the term-end audit;
- During the audit assist auditors in the compilation of the annual financial statements;
- Must be proactive and results oriented;
- Perform other tasks as assigned by the immediate supervisor;

**EMPLOYMENT CONDITIONS:**

- Full-time, Permanent
- 35 hours per week

**EMPLOYMENT REQUIREMENTS:**

- Minimum College Diploma in Accounting;
- At least three years experience in an Accounting/Finance Field
- Have previously performed similar tasks in an accounting department and acquired supervisory experience, preferably in a public/local government environment;
- Able to speak English and Cree; French would be an asset;

**SALARY:**

- Salary range minimum \$47,000 to maximum \$87,000

**Persons interested in this position are asked to forward their résumé within the prescribed deadline to the following:**

Barbara Spencer  
Director of Human Resources  
Cree Nation of Chisasibi  
P.O. Box 150  
Chisasibi, Quebec, J0M 1E0

**Posting Date: November 8, 2023**  
**End of Posting: November 21, 2023**

**\*Applicants will not be accepted after 5 PM\***