



# Membertou

WELCOMING THE WORLD!

## Employment Opportunity

**Job Title:** Junior Finance Officer (Full Time)  
**Department:** Finance  
**Reports to:** Chief Financial Officer / Director of Finance

### Duties and Responsibilities:

- Responsible for maintaining all aspects of the accounting records for all assigned Membertou departments. This includes but is not limited to maintenance of the general ledger, monthly bank reconciliations, prepaid expenses, monthly journal entries, and necessary accrual entries.
- Completion of a monthly financial checklists, the preparation of monthly and quarterly financial statements and analysis, and preparation of required year-end working papers for review by the external auditors.
- Assistance with the creation of budgets for any assigned Membertou department.
- Assist other finance staff in posting intercompany transactions from other departments within the Membertou Band Council.
- Analyze and review for accuracy all financial information for any assigned Membertou departments. Assist management by providing practical electronic tools to help understand actual versus budgeted results, and to forecast financial results.
- Ensure the day-to-day accounting transactions are carried out efficiently and effectively.
- Responsible for other finance related duties as assigned by the Director of Finance and Chief Financial Officer.
- Comply with Band Personnel Policy.
- Maintain positive relationships with Membertou's Internal and External Customers, ensuring transactions or information received on behalf of the Band and/or its members are kept confidential.
- Maintain and improve Membertou's Quality Management System as it relates to job related duties and/or department.
- Maintain and where necessary help to improve Membertou's internal controls relating to financial and accounting management.

### Qualifications:

- Education – Accounting Diploma, BBA, B.Com, or equivalent working experience.
- Working knowledge of Microsoft Excel, Microsoft Power Point and Word.
- Knowledge and experience of Mi'kmaq culture and language would be asset.
- Recent criminal record check.
- Valid drivers' license and access to a vehicle.
- Preference given to Aboriginal peoples in accordance with the Aboriginal Employment Preferences Policy of the Canadian Human Rights Commission.

Resumes and Cover Letters can be submitted to:  
Membertou Human Resources Department  
**Attention: Richard Stevens**  
47 Maillard Street  
Membertou, NS B1S-2P5

Or via email to:  
[jobs@membertou.ca](mailto:jobs@membertou.ca)

**DEADLINE FOR APPLICATIONS: Friday, January 6<sup>th</sup>, 2023 at 4:30 PM AST**

*Thank you for your interest, however, only those selected for an interview will be contacted.*