



Membertou

WELCOMING THE WORLD!

Employment Opportunity

Job Title: 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 assigned Membertou departments. This includes, but is not limited to, maintenance of the chart of accounts and financial templates in the Sage AccPac accounting system; completion of 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.
- Editing and correction of financial templates in the Sage AccPac accounting system.
- Assistance with the creation of budgets for any assigned Membertou department.
- Preparation of special project reports with supporting documents as required by various government agencies.
- 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.
- Prepare written reports, analysis and recommendations on accounting issues and opportunities as they relate to any assigned Membertou departments.
- 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 – BBA, B.Com, CPA 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

DEADLINE FOR APPLICATIONS: Friday, January 6th, 2023 at 4:30 PM AST

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