



# Accounting Specialist

## Reporting to Finance Manager

### Administration – Finance Department

**PERMANENT  
FULL-TIME @ 35 HOURS  
PER WEEK**

**Normal Work Hours:**

Monday – Thursday:  
8:15am to 4:30pm  
&  
Friday:  
8:15am to 1:15pm

***This is an in-office  
position.***

**Salary:**

Start Rate - **\$27.89 to  
\$30.24 per hour\***

\*While Alderville First  
Nation Salary Grid will  
apply – **start rate will be  
commensurate with  
experience.**

**Benefits:**

-  Paid Vacation!
-  Paid time off over  
Holiday Shutdown!
-  14 Statutory  
Holidays!
-  Paid Sick Leave!
-  Group Health &  
Dental Benefits  
including Long-term  
Disability (LTD) and  
Employee Family  
Assistance Program  
(EFAP)!
-  Pension Plan with  
Employer Match!

**JOB SUMMARY:**

Working as part of a team in a fast-paced environment where the main responsibility is to provide support, sound bookkeeping services and financial analysis for Alderville First Nation in compliance with Generally Accepted Accounting Principles (GAAP), Federal & Provincial legislation and Alderville First Nation policies and procedures.

*This position will have a focus on Accounts Payable.*

**KEY JOB FUNCTIONS:**

- Examines and analyses organizational expenses, revenues, financial commitments, and obligations, to project future revenues and expenses or to report and provide advice to AFN management.
- Provides bookkeeping and related record keeping as assigned.
- Processes daily, weekly, and monthly transactions including reconciliations, bank deposits, journal entries, payroll, payments, receipts, and tax filings.
- Examines and analyses submitted account records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Ensures all financial accounts, records and reports are audit-ready at the end of the fiscal year.
- May be called upon to prepare monthly, quarterly, and annual fiscal reports including income statements, balance sheets and reports for use by management, and various funders following training and development in the role.
- Develops and maintains respectful, positive, and supportive relationships with staff.
- Reception duties and coverage as required.

**MINIMUM QUALIFICATIONS:**

- Completion of Post-Secondary education and/or industry courses relevant to Accounting or Finance.
- 3-5 years of financial experience (full accounting cycle).
- Thorough understanding of GAAP and accounting functions/practices.

*Specialization required:*

- Valid driver's license and \$1M liability insurance
- CPIC acceptable to position upon conditional offer.
- Initiative and ability to work independently to meet deadlines.
- Ability to analyze problems, recommend and implement solutions.
- Good interpersonal skills to deal with First Nation residents.

*Considered an asset:*

- Working knowledge of accounting software such as Accpac or Sage.

**PREFERRED EXPERIENCE:**

- High proficiency in Excel and other MS Office applications (Word, Access, etc.)
- Strong attention to detail, accuracy, and organizational skills.
- Able to prioritize and meet deadlines.
- Strong listening, oral and written communication skills.
- Self-motivator with ability to work independently and in a team environment.
- Work experience with a First Nation or Indigenous organization.

**\*\* For full job description, contact Human Resources\*\***

**DEADLINE TO APPLY: *Thursday, October 17<sup>th</sup>, 2024.***

**HOW TO APPLY:** Applications must include a cover letter, current resume and three work-related references (name, phone #, email address of former Supervisors) and/or letters of reference).

**HOW TO CONTACT:** Human Resources Recruitment  
Phone: 905-352-2011 ext. 217  
Email: [humanresources@alderville.ca](mailto:humanresources@alderville.ca)

**Note:** Consideration will be given to documented past employment performance, attendance and reliability history for applicants previously employed by AFN. Applicants must meet the minimum qualifications outlined to be considered for an interview. Only those applicants selected for an interview will be contacted.

The AFN is committed to employment equity. All qualified candidates are encouraged to apply, however, qualified candidates who self-identify as members of Alderville First Nation or as "Aboriginal" as defined in the AFN Recruitment Policy, will be given preferential consideration for any position.

*Chief & Council retain the right to make the final decision on the selection of the successful candidate.*