



TSUUT'INA NATION HUMAN RESOURCES DEPARTMENT

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Junior Accountant

Title: Junior Accountant
Department: Finance Department
Reports to: Director of Finance

1. **JOB SUMMARY:** The Junior Accountant will participate in all facets of the accounting cycle and the administrative processes of the Finance Department. The Junior Accountant position is hands-on and requires a solid understanding of operational and financial accounting principles.
2. **DUTIES AND RESPONSIBILITIES:**
 1. Approval of vendor invoices and other transactional accounting entries for assigned programs and services.
 2. Responsible for accurate and timely maintenance of the general ledger for each program, including investigation of discrepancies and preparation of adjusting entries.
 3. Ensure spending and reporting complies with various funding agreements, internal controls and sound financial management principles and practices.
 4. Assist in all areas of accounts payable, payroll and accounts receivable as required.
 5. Preparation of working papers and reconciliations to assist various external auditors in the completion of audit procedures.
 6. Preparation of GST returns.
 7. Assist in the preparation of bank reconciliations.
 8. Take on special project as assigned by the Director of Finance or their delegate, including but not limited to, payroll, accounts payable, internal controls, process improvement and reconciliations.
 9. Works closely with program and managers to prepare budgets and projections, monitor actual performance versus budget.
 10. Other related duties as assigned by the Director of Finance.
3. **QUALIFICATIONS:**
 - Bachelor's degree in Commerce or Management or Diploma in Accounting.
 - Strong interpersonal skills. Must be able to work with a team and contribute to team success, must be able to effectively manage conflict with poise and professionalism.

- Self-starter that can work alone and unsupervised, must be able to anticipate the needs of the organization and take the necessary steps to address those needs.
- Must be able to effectively communicate complex information in a way that can be easily understood by all stakeholders, both verbally and in writing.
- Strong critical analysis and problem solving skills; ability to demonstrate technical knowledge and application in a practical manner.
- Experience with full cycle accounting software and proficient in Microsoft Excel.
- Ability to meet deadlines and handle changing priorities with composure.
- Experience working with First Nations or Metis communities is an asset.
- Experience with Xyntax accounting software is an asset.

OTHER REQUIREMENTS:

- Have a valid Alberta drivers' License, proof of insurance, and own reliable transportation
- Submit a criminal record check
- Professional dress attire