



ANISHINAABEG OF KABAPIKOTAWANGAG RESOURCE COUNCIL INC.

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BIG GRASSY RIVER • NORTHWEST ANGLE #33 • ANIMAKEE WA ZHING #37 • OJIBWAYS OF ONIGAMING • WAUZHUSHK ONIGUM

EMPLOYMENT OPPORTUNITY

(Internal Job Posting for AKRC Communities)

TITLE: Bookkeeper

REPORTS TO: Director of Operations

SUMMARY:

The bookkeeper is responsible for AKRC's financial plans and policies, its accounting practices, the conduct of its relationships with lending institutes and the financial community, the maintenance of its fiscal records, and the preparation of financial reports including monthly bank reconciliations. This position involves supervision over general accounting, internal auditing, cost accounting, and budgeting controls.

CORE COMPETENCIES:

- Problem Solving
- Teamwork
- Communication
- Accountability
- Planning and Organizing
- Decision Making
- Negotiation

JOB DUTIES:

- The development of sound accounting and payroll procedures;
- The preparation and provision of all required financial information, financial statements and budgets as required;
- Complete monthly reconciliation for all accounts (bank)
- The establishment of a monitoring and reporting system for revenues and expenditures;
- The proper methods to administer an effective payroll system;
- The presentation of required reports, proposals, and financial information.
- Prepare year-end adjustments and schedules prior to auditor's visit;
- Preparation of cash flow statements for the coming year;
- Meetings with Governing Board of Chiefs for monthly budget and cash flow review;

The Bookkeeper will also be responsible for any other duties assigned by the Director of Operations:

- Maintain general ledger and other required accounting records, constantly working with staff and their program;
- Review the accounting records to detect and correct recording errors explaining all changes to staff;
- Prepare financial statements required for certain programs;
- Establish a budget monitoring system for the Governing Board of Chiefs;
- Establish an accurate and up-to-date accounting system with all supporting documentation readily available for the Governing Board of Chiefs;
- Ensure that Governing Board of Chiefs are aware of AKRC's financial condition, in order to allow them to make good financial decisions.
- Ensure all accounting work is done by accounting staff, leaving only auditing for the auditors;

Qualifications

- Minimum Bachelor's degree in Business, finance, or related field required;
- CGA, CPB, CAFM, CA, CMA designation preferred;
- Extensive experience in financial management and accounting principles;
- Knowledge of accounting and payroll software programs e.g.: Adagio, PayWorks;
- Thorough knowledge of INAC funding and reporting requirements, and to build relationships with corporate departments, Vendors;
- Excellent communication skills including ability to work with tact and discretion
- Experience working with First Nations; Governments, organizations
- Knowledge of Ojibway culture, tradition and language;
- Travel required to First Nation communities – valid driver's license and own vehicle. Overtime may be required.

Salary: Negotiable

Closing Date: January 30, 2019 (Internal Posting for AKRC Communities only)

Submit your resume and cover letter to:

Darlene Paypompee

Interim Director of Operations

director@akrc.on.ca or fax to (807) 226-4459

Only those selected for an interview will be contacted. Miigwetch!