



Finance Officer Permanent Full-Time Position

At Bigstone Cree Nation, we are seeking for creative, innovative individuals with a passion for the First Nation Culture. We offer a work environment that will inspire, energize and motivate you to reach your career aspirations. We value diversity and are committed to an inclusive, accessible work environment where collaboration, understanding and mutual respect bring out the best in all of us. **The Finance Department** of Bigstone Cree Nation is seeking for a highly motivated, well-organized individual, with experience working in a finance environment to fill the position of **Permanent Full-Time Finance Officer** to join our Financial Team in Wabasca, AB.

DUTIES AND RESPONSIBILITIES:

- Collaborate with department Directors/Managers to review customer and vendor accounts;
- Enter and post customer payments by recording cash, checks and debit/credit card transactions;
- Resolve any discrepancies with customers and vendors;
- Process month-end procedures;
- Participate in audit and compliance reviews;
- Perform general ledger account reconciliations and enter journal entries;
- Reconcile bank statements monthly;
- Process invoices and payments to vendors;
- Assisting in the preparation of budgets;
- Accountable for monitoring and controlling the integrity of account information;
- Participate in internal projects and initiatives of varying scope and responsibility;
- Perform other duties and responsibilities as required.

SKILLS AND ABILITIES:

- Excellent communication, written and interpersonal skills;
- Be respectful, honest, and trustworthy;
- Great organization skills;
- Ability to multi-task;
- Demonstrate strong professional work ethics;
- Ability to work independently, and in a team setting;
- Maintain high degree of confidentiality.

QUALIFICATIONS:

- Business Administration Certificate or Diploma in Accounting and Finance and/or completion of second level of a recognized accounting program combined with related financial experience will be considered;
- Working knowledge in Sage (*Accpac*) computerized accounting program modules;
- Knowledge with Computer software (*Word, Excel, PowerPoint, Outlook*);
- Minimum of 1 to 2 years of experience with budgeting, budget tracking, reporting, bank reconciliations and full cycle accounting;

Interested applicants are to submit the following documents along with their up-to-date Resume;

- Cover Letter.
- Three (3) work related references.
- Current Criminal Record Check.

If you would like to work with an amazing team of financial professionals, please submit your resume and all supporting documents in confidence to:

Colleen Alook - Human Resources
Bigstone Cree Nation
P.O., Box 960, Wabasca, AB, T0G 2K0
Phone: (780) 891-3836 | Fax: (780) 891-3888
Email: humanresources@bigstone.ca

CLOSING DATE for this employment opportunity: Until a suitable candidate is found

We wish to thank all candidates for their interest; however, only those candidates selected for an interview will be contacted.