



## ***Stk'emlúpsenc te Secwépemc Nation (SSN)***

*334 Chief Alex Thomas Way, Kamloops BC, V2H 1H1*

*Telephone: 250-373-0023 Fax: 250-373-0025*

### **Employment Opportunity: Accountant**

Stk'emlúpsenc te Secwépemc Nation (SSN), comprised of Tk'emlúps te Secwépemc (TteS) and Skeetchestn Indian Band (SIB), is a historical and traditional Caretaker Unit of the Secwépemc Nation. The SSN is the governing organization responsible for matters and projects within SSN territory.

---

The incumbent works independently and reports directly to the Director of Operations. This position is responsible for maintaining and ensuring all accounting policies, procedures and processes are followed to ensure strong internal controls are in place while maintaining the ability to meet the day to day needs of the organization. This position provides front-line support to management in the delivery of financial services. The Accountant is expected to be knowledgeable, customer service-oriented, and to exhibit a high degree of tact, diplomacy and discretion. This position is responsible for supervising both the accounts payable, and accounts receivable functions as well as providing oversight to all financial areas.

#### **Key Responsibilities:**

- Oversees the operations of SSN's accounting department, developing and implementing financial management strategies, monitoring budgets and cash flows, and suggesting recommendations for investment decisions;
- Manages all areas of A/R and A/P, ensuring all financial transactions are properly recorded, filed, and reported. This includes developing and implementing policies and procedures to improve the efficiency of the A/R and A/P processes;
- Manages the organization's payroll system, ensuring all employees are paid accurately and on time. This includes maintaining up-to-date payroll records and handling payroll-related queries;
- Completes month-end and year-end close: develops and implements systems for collecting, analyzing, verifying, and reporting financial information; prepares month-end, quarter-end, and year-end close procedures. This includes reconciling account balances and bank statements, maintaining the general ledger, and preparing a year-end closing summary report;
- Maintains project subledgers to ensure all surpluses are accounted for. This includes tracking project expenditures and revenues, and ensuring they are accurately reflected in the organization's financial system;
- Collaborates with respective managers & directors to prepare & implement the organization's budget and various project budgets. This includes monitoring progress against budget, analyzing variances, and developing forecasts;
- Completes cash and treasury management: manages the organization's cash flow and treasury functions, ensuring sufficient funds are available to meet ongoing operational & capital investment requirements;





## ***Stk'emlúpsemc te Secwépemc Nation (SSN)***

***334 Chief Alex Thomas Way, Kamloops BC, V2H 1H1***

***Telephone: 250-373-0023 Fax: 250-373-0025***

- Ensures the organization is in compliance with all internal policies and relevant regulatory bodies. This includes keeping up-to-date with financial policies, regulation, and legislation;
- Coordinates the preparation of the annual report, liaising with auditors to ensure appropriate monitoring of company finances is maintained, and coordinates the annual external audit process. This includes preparing necessary paperwork for audit activities and responding to auditor comments and findings;
- Prepares timely monthly financial statements and presents to Joint Council as requested. This includes developing and maintaining timely and accurate financial statements and reports that are in accordance with Generally Accepted Accounting Principles (GAAP) for public sector entities and International Financial Reporting Standards (IFRS);
- Assists in drafting the organization's financial policies, ensuring they align with the organization's strategic objectives and comply with regulatory requirements;

### **Qualifications:**

- Bachelor's Degree/Diploma in Finance, Commerce, Accounting or business-related field, and completion of a Chartered Professional Accountant (CPA) Designation;
- Minimum three years previous related experience in a Government type (Indigenous, Municipal or similar) environment;
- Minimum two years of Supervisory experience;
- Previous Fund Accounting and Accounting systems experience with Advanced skills in Microsoft Excel; and
- Must pass a criminal record check, with no criminal record (convictions) that pertain to fraud, theft or financial misdeeds.

### **Additional Skills and Abilities:**

- Demonstrates knowledge of the principles and practices of general and fund accounting and of statutory and other regulations governing government and for profit organizations and companies;
- Demonstrates strong oral and written communication skills;
- Considerable knowledge of computers and experience with computer-based accounting systems;
- Considerable knowledge of accounting procedures, including experience reconciling general ledger accounts and knowledge of A/R and A/P best practices;
- Analyzes and interprets financial data and prepare financial reports, statements and reviews;
- Demonstrates ability to interpret and monitor compliance with financial policies and procedures;
- Develops organizational and interpersonal skills, with the ability to multi-task and meet deadlines while placing great importance on accuracy;
- Supervises in a busy environment, demonstrating leadership skills to direct a team to meet





## **Stk'emlúpsəmc te Secwépəmc Nation (SSN)**

334 Chief Alex Thomas Way, Kamloops BC, V2H 1H1

Telephone: 250-373-0023 Fax: 250-373-0025

organizational goals;

- Computer skills in Microsoft Excel at an advanced level;
- Demonstrates the ability to be flexible and take initiative;
- Demonstrates strong tact and diplomacy;
- Performs independently and uses good judgment, focus on details;
- Organizes workload, sets priorities and meet deadlines;
- Enters, retrieves and modifies information from a variety of sources into a number of different computer programs with accuracy;
- Performs duties under pressure (i.e., meeting deadlines, producing a high volume of work with speed and accuracy, paying attention to detail); and
- Interacts comfortably in dealing with multiple teams and departments.

### **What We Offer Our Employees:**

In exchange for your hard work and dedication, you will receive a highly competitive salary of **\$90,000 to \$100,000**, negotiable dependent on experience, along with a great host of benefits, including:

- 3 weeks of vacation to start
- Extended health, dental and vision
- 5.5% Registered Pension Plan (RPP) matching and Life insurance
- 2 weeks paid vacation at Christmas time

### **Additional Information:**

- Hours of Work: Full-time; Normal day shift – 7 hours. (Non-normal shifts may be required)
- Physical work location is currently following a hybrid-model and will change in the future as a return-to-office plan is implemented. Currently, the expectation is to work from home and be available to work in both SSN offices (1030 Trans-Canada Highway, Skeetchestn, BC / 334 Chief Alex Thomas Way, Kamloops) on an as-needed basis
- The successful applicant must reside in Kamloops or surrounding area

Application Deadline: October 18, 2024 or until filled

Submit cover letter and résumé to the attention of:

Jordann Hazelwood

Stk'emlúpsəmc te Secwépəmc Nation

334 Chief Alex Thomas Way, Kamloops BC, V2H 1H1

Email: [careers@stkemlupsemc.ca](mailto:careers@stkemlupsemc.ca)

SSN thanks all applicants for their interest; only applicants shortlisted will be contacted.

