



Job Opportunity: Accountant

Who We Are

The Mikisew Cree First Nation (Mikisew) has lived on the ancestral lands of the Athabasca Delta and Wood Buffalo National Park in northeastern Alberta since time immemorial. The lives of our members are linked to the land and to a close understanding of traditions, history and a natural way of life. Many of our members live in the hamlet of Fort Chipewyan, and our traditional lands range over a large portion of Athabasca oil sands deposits. For nearly 30 years, our wholly owned business arm, has worked toward the long-term, sustainable economic progress of our Nation and its members through employment and significant investments in education, training, social programs, and infrastructure.

We are currently looking to hire a Full Time **Accountant** who will be an integral part of the finance and accounting team, this position will report into the Controller and will be responsible for reconciliation of specific general ledger accounts, have an eye for identifying issues and propose solutions. They will have strong problem-solving skills, attention to detail and are able to communicate their ideas to create results.

Who You Are

We are looking for an enthusiastic self-starter who can effectively communicate information to key stakeholders and employees, while dealing with changing priorities on the fly, and can solve tough problems.

You have 3-5 years Accounting experience. You have post-secondary education specializing in Accounting, Business Administration, or related. The ideal candidate is proficient in MS Office programs such as Excel, PowerPoint and other software's as needed,

- Work with functional areas to ensure that key business data is accurate and timely.
- Prepare reports and present material analyzing and explaining variances between actual and forecasts.
- Manage large transaction volumes while maintaining high attention to detail and accuracy.
- Review vendor statements and reconcile with outstanding invoices.
- Contributed to the preparation of consolidated financial statements.



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- Provides external audit support and investigates related inquiries as needed.
 - Applies internal policies, controls, and procedures to ensure accurate financial reporting.
 - Prepared and submits general ledger journal entries for approval.
 - Other duties as assigned.

Qualifications

- Post-secondary Degree or diploma in Accounting.
- Minimum of 3-5 years of experience in a similar role.
- Excellent reporting, communicating and analytical skills.
- Detail focused, strong business acumen and well versed in financial modeling and analysis.
- Knowledge of First Nations communities.
- Proven experience in building working relationships with First Nations communities and partners.

Other Requirements

- Possess valid Class 5 AB driver's license and own or access to a vehicle.
- Willingness and ability to travel to Fort Chipewyan as required
- Willingness and ability to work after hours and/or weekends when required.
- Willingness to submit to oath of confidentiality.
- Willing to work flexible schedule. Combination of working remotely, in-office, and at community locations.
- Must provide and possess a clear criminal record check.

How to Apply

If you or someone you know is interested, please send your resume to betty@impacthr.ca. Application deadline is, until a suitable candidate is found.

We thank all who apply but we will only be contacting those selected for an interview. Thank you!