



JOB RE-POSTING

Title of Position: Accounting Manager
Duration: Full time permanent
Location: Listuguj, QC
Annual Salary: According to the MMS Salary Scale

ROLE AND PURPOSE:

The Accounting Manager is responsible for maintaining financial, accounting, administrative and personnel services in order to meet the goals and support of the Mi'gmawei Mawiomi Secretariat.

The Accounting Manager reports to the Executive Director and is responsible for preparing financial statements, maintaining cash flow reports, maintaining accounts payable/receivables and verification deposits. This position will also liaise on behalf of the Executive Director with governments to ensure funding and contribution agreements are in place. The Accounting Manager will work in partnership with Department Managers/Directors to prepare and enter yearly & quarterly budgets in an automated system, monthly reviews and reconcile the general ledger.

The Accounting Manager will assist the ED in providing quarterly financial reports to AANDC, assist in the preparation of the annual audit and the quarterly Executive Finance Committee.

TASKS & RESPONSIBILITIES

The Accounting Manager will be responsible to supervise all financial processes including the financial planning. The Accounting Manager will administer the financial systems in order to ensure the finances are maintained accurately and in accordance with the MMS Financial Policy.

Duties for the Accounting Manager include:

- Be implicated in the financial planning and strategy with Directors
- Supervise accounting staff
- Adhere to financial policies and procedures by setting internal controls
- Establish and monitor cash flow reports
- Establish and reconcile the general ledger

- Ensure data entry is regular & accurate
- Ensure transactions are properly recorded and entered into ACCPAC.
- Prepare balance sheets/income statements
- Prepare monthly financial statements
- Prepares quarterly reports and work with Managers on variances & forecast budgets
- Guide Accounting staff prepare Annual Audit
- Knowledge of Federal and Provincial Tax remittances
- Reconcile weekly deposits
- Reconcile other government services transactions
- Prepare Journal entries/summaries
- Ability to present Financials to CEC upon request

To perform other related duties as needed and required by the Executive Director.

Knowledge and abilities:

- Knowledge of ACCPAC
- Accounts receivable and payable
- Preparation of financial statements
- Preparation of financial reports
- Administration of employee benefits
- Office administration
- Familiar with Government proposals in First Nation organizations

Skills:

- Accounting and book keeping skills
- Strong leadership skills
- Analytical and problem solving
- Effective verbal and listening
- Ability to communicate in English/French
- Proficient in ACCPAC and accounting regulations
- Excel spreadsheets
- Time management skills
- Stress management skills

Attributes:

The Accounting Manager must possess strict confidentiality in performing these duties of the Accounting Manager and also:

Honest, trustworthy, respectful, possess cultural awareness and sensitivity, flexible and demonstrate good work ethic.

Requires College Degree in Accounting or Business Administration and/or other related certification with related financial experience

Required years of experience: 5 years experience

WORK CONDITIONS

- Travel may will be required

START DATE: May, 2020

Interested candidates must submit their letter of interest and resume, no later than **April 17, 2020 (4:30 P.M. NB Time)** to:

Mi'gmawei Mawiomi Secretariat,
c/o Juliette Barnaby, Director of Operations,
2 Riverside West,
Listuguj, QC G0C 2R0,
jbarnaby@migmawei.ca or by fax at (418) 788-1315.

Only selected candidates who possess the experience or requirements will be interviewed.

*Where skills are equal, priority will be given to First Nations members.