



Southern Dakelh Nation Alliance

59 First Avenue South
Williams Lake BC V2G 1H4
(250)398-3375

Junior Accountant Job Posting

Posted	May 6, 2020
Employer/Company	Southern Dakelh Nation Alliance
Website	https://dakelh.ca/
Contact Person	Tammy Keith email: execassist@dakelh.ca
Address	59 First Avenue South Williams Lake, BC V2G 1H4
Positions available	1
F/T	5 days a week/35 hours per week
Start Date	As soon as possible
Salary Range	Based on qualifications
Benefits	Yes
Closing Date	Open till filled
Driver's License	<i>Required</i>
Driver's Abstract	<i>Required</i>
Police Info Check	<i>Required</i>

Position Overview

Southern Dakelh Nation Alliance (SDNA) is seeking to hire a Junior Accountant to support Finance. The position will work out of the SDNA office located at 59-1st Ave South, Williams Lake, BC.

- Accounts Receivable process
- Bank and month-end reconciliations
- Provide support to the Finance Manager
- Adherence to company policies and maintain internal control procedures.



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Essential Functions and Duties

- Accounts receivable process including billing and collection follow-up
- Maintain employee benefits plan including reconciliations and accruals
- Reconcile and issue T4s and T4As
- Knowledge of Employment Standards Act / Canadian Labour Code
- Account reconciliations including bank accounts, credit cards and general ledger accounts
- Cost compilations
- Month-end processes
- Ability to compile and post journal entries
- Assist with financial reporting
- Maintain accurate and up-to-date filing systems
- Perform duties as assigned by the Finance Manager
- Perform duties in a timely manner

Qualifications – Education and Experience

- Registration and completion of third year of the CPA Program is preferred
- Minimum 5 years experience
- Working knowledge of Sage 300
- Strong knowledge of Excel
- Experience with Fund/Cost accounting

Contact Information

A cover letter is required to detail how you meet the qualifications and competencies described above. Please email the cover letter and a current resume to Tammy Keith at execassist@dakelh.ca No phone calls please