



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

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Accountant

Job ID	E4-F7-1A-CC-29-F1	
Web Address	https://careers.indigenous.link/viewjob?jobname=E4-F7-1A-CC-29-F1	
Company	National Aboriginal Capital Corporations Association (NACCA)	
Location	Ottawa, Ontario	
Date Posted	From: 2019-09-17	To: 2020-03-15
Job	Type: Full-time	Category: Finance
Job Start Date	As soon as possible	
Languages	English	

Description

The Position

Reporting to the Finance Manager, the Accountant is responsible for providing financial, administrative, and clerical support at NACCA.

Key Responsibilities

The Accountant performs a wide range of full cycle accounting duties, including but not limited to:

- Balance sheet reconciliations and assist with the preparation of financial statements and accompanying analysis

- Manages Prepaid, Accruals, Bank Reconciliations and Fixed Asset registry

- Contract management and reporting

- Process documentation (AP, AR, Payroll, Pension, Month end)

- Support Accounts Payable and Accounts receivable process

- Maintains accounting controls by preparing and recommending best practices, policies and procedures.

- Assist with budget preparation and monitoring

- Assist with the preparation and review of business cases

- HST tax reasonability and filing

- Support the Finance Manager as required

Experience

- Previous experience working in an accounting firm

- Minimum 3 years' related experience

- Experience using Sage 300 or similar software is considered an asset

- Excellent organizational, interpersonal and time management skills

Education Requirements

- Professional accounting designation

- Postsecondary education in accounting or equivalent

Essential Skills

Excellent organizational, interpersonal and time management skills

How to Apply

Please send your cover letter and resume to Kristen Morris at kmorris@nacca.ca