

Sema:th Xo:tsa Developments

Job Posting

POSITION:	BOOKKEEPER
HOURS:	35 HRS PER WEEK
TERM:	PERMANENT FULL-TIME & PART TIME POSITION
SALARY	TO BE DETERMINED BASED ON QUALIFICATIONS AND EXPERIENCE
REPORTS TO:	CEO, Sema:th Xo:tsa Developments Limited
1.0 PURPOSE & SUMMARY	
<p>The Bookkeeper provides accounting support to Semá:th Xo:tsa Developments Limited and its related entities, with the responsibility of ensuring that finance-related administrative processes are completed accurately and in a timely manner. This position assists the Finance team in developing and implementing financial policies and procedures as needed. The Bookkeeper also provides financial support to Semá:th Xo:tsa Developments Limited's related entities and properties.</p>	
2.0 DUTIES & RESPONSIBILITIES	
<ol style="list-style-type: none"> 1. Process payroll, accounts payable (AP), and accounts receivable (AR) for Semá:th Xo:tsa Developments Limited and related entities as required. 2. Perform bank, general ledger (GL), and investment reconciliations. 3. File GST returns accurately and in a timely manner. 4. Ensure approved budget figures are current in the accounting software. 5. Post inter-department charges in alignment with budget and actual usage. 6. Maintain general ledgers and subsidiary records. 7. Prepare accurate and complete financial statements and reports based on accounting data. 8. Ensure that financial reporting requirements are met, including providing timely and meaningful reports to business managers. 9. Understand and apply organizational policies and processes. 10. Work closely with the Finance team to ensure accounting processes are well-defined, consistent, and aligned with authorized policy and procedure. 11. Utilize established internal controls and policies for effective financial operations. 12. Ensure the security and confidentiality of financial data, including managing user access. 13. Assist in the development of organizational budgets as required. 14. Participate in the annual year-end process and budget development. 15. Prepare detailed working papers for the annual audit process. 16. Identify opportunities to improve accounting processes and recommend improvements to the Finance Manager. 17. Understand the need for authorizations and ensure compliance. 18. Perform other accounting-related duties as required. 	
3.0 EDUCATION AND EXPERIENCE	
<ol style="list-style-type: none"> 1. Minimum three (3) years of work experience in bookkeeping. 2. Experience in a broad range of financial processes including AP, AR, and financial reconciliations. 3. Experience using Sage 50 accounting software. 4. Acquisition of a CPA designation is considered an asset. 5. Experience working with First Nations communities and/or organizations is an asset. 6. Proven ability to maintain confidentiality. 7. Working knowledge of office procedures, records management, and document processing. 8. Ability to develop and maintain effective working relationships with peers, managers, direct reports, community members, contractors, field staff, and suppliers. 9. Advanced proficiency in Microsoft Excel, Word, Zoom, and Go-To Meetings. 	

10. Appreciation of First Nations culture, traditions, procedures, and protocols.

TO APPLY:

Deadline: **TBD**

Please email your cover letter & resume to Human.Resources@sumasfirstnation.com