



McLeod Lake Indian Band

General Delivery, McLeod Lake, BC V0J 2G0

Main Office (250) 750-4415 Fax: (250) 750-4420

Job Posting Assistant to the Controller

Under the direct supervision of the Controller, the Assistant will assist with monitoring all functions within the finance department, mentoring, training and management of finance personnel and service in a hands-on capacity where needed. This is a full-time position with a 35-hour work week.

Key Responsibilities:

Duties will include assisting with monitoring finance functions (McLeod Lake Indian Band and related entities under finance department supervision including:

- Accounts Payable
- Accounts Receivable
- Payroll
- General Ledger monitoring and maintenance
- Bank Reconciliations
- Intercompany Reconciliations
- Monthly remittance requirements
- Monthly reporting requirements
- Assisting program managers with financial reporting and monitoring budgets
- Audit preparation
- Reviewing contribution agreements and other sources of funding
- Capital Asset Management
- Adhere to the McLeod Lake Indian Band financial administration law
- Monitoring use and effectiveness of the accounting system
- Performing duties of other finance positions with those positions are on leave
- Maintain good relations with vendor, customer and government agents
- Other duties as assigned from time to time.

Education and Experience:

A professional accounting or combination of experience designation (CA, CGA, CAFM) with a minimum 5 years managing a finance department or equivalent. Good written and oral communication skills and ability to thrive in a fast paced, culturally diverse setting. Working knowledge of Indigenous Services Canada and Health Canada funding arrangements. This is a senior level position.

Good understanding of and familiarity with Sage 300 and ability to work as a leader in a team environment.

We thank all applicants for their interest in MLIB however, only those applicants selected for further consideration will be contacted.

Please submit resume and cover letter to:

Attention: HR Advisor Email: hrdept@mlib.ca

Posted Feb 07, 2024

Closing Feb 21, 2024 or when filled