



Tse'khene Development Limited Partnership

General Delivery, McLeod Lake, BC V0J 2G0
Main Office (250) 750-4415 Fax: (250) 750-4420

Job Posting

Staff Accountant

Tse'khene Development Limited Partnership (TDLP) is seeking a dedicated and detail-oriented part-time **Staff Accountant** to join our finance team in Prince George, BC. This role will be responsible for a range of accounting functions, including payroll processing, accounts payable and receivable, and general ledger maintenance for TDLP and its subsidiaries. Additionally, the successful candidate will provide payroll and bookkeeping services for **Tse'khene Food and Fuel**, an on-reserve gas station.

Key Responsibilities:

- **Payroll Management:**
Process and oversee the bi-weekly payroll cycle for TDLP, its subsidiaries, and Tse'khene Food and Fuel.
- **Accounts Receivable:**
Manage the full accounts receivable cycle, maintain accurate records, and ensure adherence to deposit deadlines.
- **Accounts Payable:**
Handle the entire accounts payable process, maintain up-to-date files, and meet payment deadlines.
- **General Ledger Maintenance:** Update and maintain transactions in the general ledger, including coding, verifying, and posting entries.
- **Reconciliations:**
Perform monthly reconciliations of general ledger accounts and bank statements.
- **Bookkeeping for Tse'khene Food and Fuel:**
Maintain financial records, track revenue and expenses, and ensure compliance with financial reporting requirements.
- **Reporting:**
Prepare financial reports as required and assist with fiscal year-end processes and audits.

Qualifications:

- A minimum of a two-year diploma in Accountancy or Business Administration.
- At least four years of experience in a related accounting role.
- Knowledge of Public Sector Accounting Standards (PSAS) and their practical application.
- Proficiency in ACCPAC Advantage Series Sage 300 software.
- Experience with payroll software and time capture applications.
- Proficiency in Microsoft Office programs, especially Excel and Word.
- Strong organizational, interpersonal, and communication skills (both oral and written).
- Previous experience working with a First Nation organization is an asset.

- Must be bondable.

Personal Attributes:

The ideal candidate will be an effective communicator who can articulate ideas clearly and concisely. They should maintain composure and professionalism in a deadline-driven environment while upholding a high level of **confidentiality and accuracy**.

Work Location:

This position is primarily in-office at the Tse'khene Business Center, located at:
1570 3rd Avenue (Top Floor), Prince George, BC, V2L 3G4

The successful candidate will work from this location but will also be required to make occasional trips to McLeod Lake for meetings, financial reviews, and special events as needed. Travel expenses for work-related trips will be covered in accordance with company policy.

Application Process:

Interested applicants are invited to submit their **resume and a cover letter** detailing their qualifications and experience. Please note that only shortlisted candidates will be contacted. The successful candidate must complete a **criminal background check**.

About TDLP:

Tse'khene Development Limited Partnership (TDLP) is committed to fostering **economic development and self-sufficiency** for the McLeod Lake Indian Band community. We value **integrity, accountability, and transparency** in all our operations.

We thank all applicants for their interest in this position.

OTHER

The majority of work can be done within regular TDLP business hours, although additional hours of work and /or flexible hours of work will be required from time to time.

Please submit a cover letter and resume to:

McLeod Lake Indian Band
General Delivery
McLeod Lake, BC
V0J 2G0

Attention: Human Resources Director
e-mail: hrdept@mli.ca

Posted: February 12, 2025
Vacant until filled