



**WESTBANK
FIRST NATION**

Community. Leadership. Pride.

WESTBANK FIRST NATION Employment Opportunity

THE FOLLOWING POSITION IS AVAILABLE WITHIN WESTBANK FIRST NATION. IN ACCORDANCE WITH SECTION 20.1 OF THE WFN CONSTITUTION AND SECTION 3.1 OF THE WFN PERSONNEL POLICY, PREFERENCE WILL BE GIVEN TO QUALIFIED WFN MEMBERS WHO APPLY FOR THIS POSITION.

TITLE: Accounting Technician
MINIMUM SALARY: Commensurate with experience
DEPARTMENT: Financial Services
TERM: Full Time

POSITION SUMMARY:

The Accounting Technician provides support to the Budget and Financial Reporting Manager in the operation of the Finance Department, possesses the technical knowledge to oversee all the accounting processes at WFN, and coordinates these processes so that financial information is transferred through the department effectively and efficiently to WFN stakeholders.

DUTIES AND RESPONSIBILITIES:

- Assists in reporting, maintaining, creating, editing, and analyzing reports as required by financial staff, managers and administration, and Council or Directors of Westbank First Nation
- Is the System Administrator of accounting software (Vadim iCity) and troubleshoots problems relating to the financial management software; works with the IT Manager to support the Vadim software
- Is the Purchase Card Administrator and sets up new accounts, trains new card holders, sends email notifications for deadlines, sends monthly reports to managers, and maintains the policy and procedures document
- Assists in coordinating, planning, and managing the annual audit process; prepares year-end working papers for yearly audits and ensures that audit files have been set up and working papers have been completed in format acceptable to the Auditor
- Enters audit adjustment entries and ensures statements match audited statements at beginning of fiscal year
- Completes monthly accounting duties including:
 - Reconciling all intercompany account balances
 - Preparing cash transfer worksheet for interfund settlements
 - Tracking replacement reserves for Non Profit Housing and Property Management
 - Maintaining Current Trust Accounts (balance monthly and maintain spreadsheet detailing allocation)
 - Verifying trial balance and reviewing monthly checklists in preparation for period close in the financial system
 - Reconciling various other accounts as needed
- Tracks grants and other income for the organization; assists in applications and completes grant reports
- Completes Government reporting (OTDC, FNT, etc.) as needed
- Completes data entry required to support financial functions
- Attends meetings with staff, users, and management in support of problem solving, improving processes, and other relevant departmental issues
- Responds to requests for financial information and provides reports to department managers in a timely manner
- Completes backup functions for other finance positions such as:
 - Electronic Fund Transfers and Wire Transfers from AP prepared files through online banking
 - Daily banking and reconciliation functions
 - GST Quarterly reports and PST Monthly Reports
 - Maintaining Insurance files for all WFN property, vehicles, liabilities etc.
 - Assisting with Accounts Payables reconciliation
 - Creating and distributing of financial reports
 - Analyzing and troubleshooting of actual to budget variances
 - Other backup functions as needed
- Understands and maintains the general ledger (balance sheet and income statement), accounts payable, accounts receivable, payroll, cash receipts, and all other general accounting of Westbank First Nation
- Performs other duties and responsibilities as necessary in or as assigned by the Budget & Financial Reporting Manager
- Performs all duties and responsibilities in accordance with the Westbank First Nation policies, standards and procedures, and as directed by the Budget and Financial Reporting Manager
- Maintains confidentiality on all matters relating to the affairs of Westbank First Nation

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- Accounting Diploma or Certificate with an accounting designation (CPA, CGA, CMA, CA) or enrollment in intermediate to senior level CGA/CMA/CPA program with intention of completing designation; CAFM designation desirable
- Acceptable criminal record and credit check
- Proven knowledge of intermediate accounting, accounting systems, and reporting tools as well as computerized accounting software and MS Office programs (Excel, Word, PowerPoint and Outlook)
- Ability to multitask, prioritize workload, and cross-train; Willingness to work as a team member
- Excellent verbal and written communication skills with strong analytical and problem solving skills
- Ability to understand and work to WFN procedures and standards including standards of ethics and confidentiality

A competitive salary and benefits package is offered. Further information can be obtained at www.wfn.ca by navigating to the Human Resources page (*Departments>Human Resources*) or by visiting the *Employment Opportunities* tab located in the top right hand corner of the homepage.

Interested applicants should email an [application form, cover letter, and resume](#) by **Friday, July 14, 2017**. **Please reference #17-5 and indicate clearly in your covering letter where you saw this posting and how your experience and qualifications meet the requirements of the position.**

Incomplete and/or late submissions will not be accepted

Recruitment/Training & Development Coordinator
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