



**Denesų́łné Né Né Land Corp.**

## **Bookkeeper**

The Denesų́łné Né Né Land Corp. (DNNLC) are inviting applications to fill a full-time position for a Bookkeeper, salaried position based on seventy-five (75) hours bi-weekly. This position will be based at the DNNLC office in Prince Albert.

### **Position Summary:**

Under the direction of the DNNLC President/Chief Negotiator will be focused on a variety of Bookkeeping tasks that support the office and its staff. This includes the preparation and maintenance of accounts receivable, accounts payable and payroll financial records and reports. Maintain and directs the maintenance of all necessary and appropriate records, files, and processes to ensure the smooth and compliant financial operation of the organization, focusing on accuracy and transparency.

Maintain and ensure the accuracy, completeness and proper use and operation of the organization's financial automated record system. Functions in accordance with established financial policies, standards, procedures, internal controls, and applicable federal and provincial laws and assistance on other matters as directed. Responsible for recording daily financial transactions, updating a general ledger and preparing trial balances. Maintain and file requisite documents for taxation compliance. Monitor cash flow and produce financial reports to assist the President in taking strategic decisions. Maintain electronic and paper filing systems, keeping financial records up to date. This would include the use of accounting software.

We are seeking a motivated and multitask-oriented individual who is flexible and works well in a team environment, the Bookkeeper manages and facilitates the effective use of resources to achieve organizational goals and objectives.

### **Responsibilities**

- Accounts payable including processing and paying vendor invoices and maintaining vendor accounts payable subledgers;
- Accounts receivable including processing sales invoices, receipts and deposits and maintaining customer subledgers;
- Conducting daily banking activities and communicate with bank account manager;
- Processing bi-weekly payroll, ensure accuracy of payroll and payroll records, and timely remittance of payroll remittances;
- Other payroll duties including the preparation of T4's and Records of Employment

- Prepare monthly bank account and credit card account reconciliations;
- Balance and reconcile various general ledger accounts (e.g. Rise Air monthly statement);
- Create and maintain electronic and paper filing system;
- Prepare and present quarterly Financial Reporting to the Board and as requested by collecting, analyzing and summarizing financial information;
- Assist the President in preparing yearly Budget Plans based on approved yearly workplan;
- Prepare for the annual financial statement audit and work close with the auditor;
- Producing various financial reports;
- Prepares financial reports by collecting, analyzing, and summarizing account information and trends;
- Complies with federal and provincial legal requirements by studying requirements; enforcing adherence to requirements, filing reports, advising management on needed actions;
- Contributes to team effort by accomplishing related results as needed;
- Engage in other tasks and assignments as directed

#### **Qualifications:**

- Post-secondary education diploma/degree specializing in Business Administration, Accounting, Finance, or related discipline from a recognized educational institution with two years relatable experience;
- Basic accounting knowledge;
- Experience with accounting software systems such as SAGE 50 and payroll software such as Ceridian;
- Strong speaking, writing and presentation skills;
- Strong organizational skills and ability to prioritize workload in a fast-paced environment;
- Proficient with the Microsoft Office suite including Excel and data entry;
- Requires personal vehicle and valid driver's license;
- Experience working with First Nations or other Indigenous Communities;
- Strong communication, presentation skills are essential (written and oral);
- Organizational and time management skills are necessary;
- Analytical/problem solving, Sense of urgency, Initiative, Relationship building, Strategic thinking, Commitment to continuous improvement & personal development;
- Ability to set, commit and meet deadlines;
- Ability to work under pressure and adapt to changing business needs;
- Ability to handle multiple priorities in a fast-paced environment;
- Mature, professional, and optimistic;
- Ability to maintain the confidentiality of information and records;
- Ability to establish and maintain relationships with leaders and other stakeholders;
- Strong interest in working with the Athabasca Basin Communities to advance and protect their Aboriginal and Treaty Rights;
- Ability to speak Dene is considered an asset;

**Compensation and Benefits**

- Salary will be commensurate with experience and DNNLC salary grid.
- Comprehensive Group Insurance and Pension Plan

Deadline to submit your application: **November 17, 2023**

If interested, please submit a cover letter, a resume with dates and 3 current references with Subject Line **Bookkeeper** to:

Denesyliné Né Né Land Corp.

**Attention:** Lorna Mercredi-Charles

Human Resource Generalist

**Phone:** 306-953-7977

**Email:** [humanresources@adnlc.ca](mailto:humanresources@adnlc.ca)

We appreciate all applicants. Only those selected for an interview will be contacted.