



Bookkeeper

CONTEXT

The Nibiischii Corporation, an organization of the Cree Nation of Mistissini, located in a majestic boreal setting, offers year-round tourism experiences that highlight natural resources and the pride, generosity, and cultural richness of the Cree people. The organization manages the Albanel-Mistassini-Waconichi Lakes Wildlife Reserve, which spans over 16,000 km² and includes thousands of lakes and several spectacular rivers.

With the support of partners in the tourism and Indigenous sectors, the Corporation is working toward financial autonomy by developing and diversifying its four-season tourism offer. All attractions and excursions are based on principles of sound management and responsible development, focused on wildlife and flora conservation and the protection and promotion of Cree culture.

POSITION SUMMARY

The Bookkeeper supports the organization's financial stability and accountability by overseeing daily financial operations. Reporting directly to the Director General, the Bookkeeper is responsible for bookkeeping, payroll preparation, grant tracking, and administrative support. This role ensures that funding agreements are managed properly and that financial records are audit-ready for year-end review conducted by an external firm.

MAIN RESPONSIBILITIES

Financial Recordkeeping

- Record all financial transactions including purchases, expenses, reimbursements, and funding transfers
- Maintain accurate general ledger and accounts based on nonprofit fund accounting standards
- Reconcile monthly bank, credit card, and petty cash statements

Grant and Agreement Tracking

- Monitor income and expenditures tied to specific grants and funding agreements
- Ensure spending complies with funding conditions and timelines
- Prepare periodic financial summaries for DG and funding partners

Accounts Payable and Receivable

- Process invoices, payments, and deposits
- Track receivables related to service contracts and government funding
- Verify account coding for all transactions and maintain supporting documentation

Payroll Administration

- Prepare and process payroll for all staff on a regular schedule
- Maintain payroll records including hours worked, benefits, deductions, and vacation balances
- Submit government remittances and prepare year-end tax forms

Audit and Compliance

- Prepare financial records and supporting materials for the annual audit
- Maintain organized, secure files in compliance with CRA and provincial guidelines
- Support the DG in developing financial policies and implementing internal controls

Contact Mireille Gravel at 418-770-7440 or by email at mgravel@nibiischii.com before August 3, 2025 – 5:00 PM, for any questions or to express your interest.