

# Accounting Clerk

## **IDENTIFICATION**

<b>Reports to</b>	Director General
<b>Position Status</b>	Permanent – Full-time & Part-time (6 months each)
<b>Work Schedule</b>	April-September: 5 days/week October-March: 2 days/week
<b>Work Location</b>	Rupert Office – work from home possible
<b>Positions Supervised</b>	None

## **SUMMARY OF POSITION**

Reporting to the Director General, the Accounting Clerk is responsible for managing the accounting and payroll of Nibiischii Corporation and assisting in the organization of administrative information.

## **RESPONSIBILITIES**

### **Invoicing & Accounting:**

- Prepare and issue invoices to clients.
- Manage accounts payable and receivable, ensuring all transactions are accurate and timely.
- Maintain and update the general ledger, ensuring all financial transactions are properly recorded.

### **Payroll Processing:**

- Administer payroll on a bi-weekly basis for both unionized and non-unionized employee groups, ensuring accuracy in pay calculations.
- Process and track pension fund contributions, benefits, and insurance premiums.
- Handle year-end payroll documentation and consolidation (T4, R1...).

### **Tax and Financial Reporting:**

- Prepare and submit tax reports, including accommodation, QC, CAN, and CNESST reports.
- Ensure accurate monthly provisional financial statements are generated.
- Reconcile bank statements to ensure all transactions are accounted for.
- Assist with month-end and year-end closing processes.

### **Employee Records & Compliance:**

- Update and maintain employee files, ensuring all necessary documents are up to date.
- Manage exemption processes under the Indian Act where applicable.

### **Weekly & Monthly Reporting:**

- Prepare and submit weekly financial reports to management, providing insight into the organization's financial status.
- Ensure the timely processing of monthly financial reports, including all relevant data for decision-making.

## **REQUIREMENTS**

- University degree (B.A.A or accounting sciences) required: DEC in accounting with experience will be considered
- 10+ years of varied experience in accounting and payroll
- Fluency in English and French. Knowledge of Cree would be an asset
- Proficiency in Manisoft and Acomba software an asset

### **COMPETENCIES**

- Demonstrates a continuous learning & development curiosity
- Proactively identifies challenges and seek solutions with critical and analytical mindset
- Takes initiative to identify areas for improvement
- Show adaptation and autonomy

### **WORK ENVIRONMENT/CONDITIONS**

Work in office / Work from home

### **SALARY RANGE/CONDITIONS**

Hourly rate between \$25 and \$35 – depending on experience

Insurance & pension plan

**Please apply before April 2, 2025 at [mgravel@nibiischii.com](mailto:mgravel@nibiischii.com)**