



**Tsleil-Waututh Nation (TWN)
JOB POSTING**



Job Title: Accountant - Level 1	Department: Finance	Compensation: \$40,000 - \$45,000/yr (35 hour work week)
Employment Status: Full-Time Permanent	Location: North Vancouver, BC	Closing Date: January 29, 2017

JOB SUMMARY:

Reporting to the Controller, the Accountant Level 1 is responsible for providing financial and administrative services in order to ensure effective, efficient and accurate financial and administrative operations. The Accountant Level 1 must comply with established policies and procedures.

ESSENTIAL FUNCTIONS:

- 1) Maintain an organized filing and records system for all appropriate documents (contracts and agreements).
- 2) Produce monthly accounting reports.
- 3) Responsible for accounts receivable and maintains listing of accounts receivable.
- 4) Collect payments and issue receipts (housing rental and property taxation).
- 5) Conduct banking.
- 6) Provide customer service, accepting payments or providing refunds.
- 7) Contact individuals and organizations with delinquent accounts.
- 8) Enter timesheets and prepare biweekly payroll.
- 9) Provide assistance to accounts payable.
- 10) Prepare WCB reports and keep relevant records.
- 11) Prepare and ensure timely payroll remittance.
- 12) Prepare and submit ROE.
- 13) Prepare and maintain working paper for major GL accounts.
- 14) Perform all related duties relating to Property Transfer Tax including collections.
- 15) Perform clerical duties, such as word-processing, filing, faxing, scanning and photocopying.
- 16) Assist the Property Tax Administrator as directed.
- 17) Respond to all taxation enquiries as required.
- 18) Enter property tax payments and process Home Owner Grant applications in TAS.
- 19) Prepare a deposit log/list of payments received and process all deposits (property tax, prepayments, tax search fees, etc.).
- 20) Perform other duties as required.

QUALIFICATIONS:

- Postsecondary education in Accounting and/or Business Administration or equivalent.
- Three to five years of related experience in administrative support, accounts receivable/payable, payroll and general bookkeeping, taxation, etc.
- Previous experience with budget, accounting and reporting systems.
- Working knowledge of Generally Accepted Accounting Principles (GAAP).
- Knowledge of Property Transfer Tax policies, accounts receivable and payable functions.
- Proven accuracy and speed in mathematical computations.
- Proficiency with, Excel and Word programs.
- Effective attention to detail and a high degree of accuracy.
- High level of integrity, confidentiality, and accountability.
- Reliable, organized, strong work ethic and positive team attitude.
- Effective communications and time management skills.
- Valid Class 5 driver's license and access to a reliable vehicle is preferred.
- Previous experience working in a First Nations community and/or organization is preferred.
- Must successfully pass a Criminal Records Check.

Apply by sending your cover letter and resume, including references to:

TWN Human Resources - HR@twnation.ca, quoting Accountant in the subject line. Or via mail - 3075 Takaya Drive, North Vancouver, BC, V7H 3A8