



Accountant

About NNTC:

The Nlaka'pamux Nation Tribal Council (NNTC) is a governing entity of the Nlaka'pamux Nation. NNTC works to protect and advance Nlaka'pamux title and rights. In the process of decolonization, NNTC is instrumental in the exercise of Nlaka'pamux jurisdiction including shared decision making with other levels of government ensuring decisions impacting our people, land and resources are in our best interests. NNTC has associated incorporated entities including companies doing work in relation to archaeology, environment, wildlife, construction, and solar power. NNTC is principled, disciplined and a leader in innovative change.

This Opportunity:

Reporting to the Finance Manager, the Accountant will be responsible monitoring general accounting practices, budgeting processes and controls, and providing accounting services and reporting for NNTC Administration and not-for-profit entities. This role is responsible for supporting financial processes in keeping with various Indigenous funding agreements, reporting and fiscal year-end preparation.

About the job:

This role could be based in NNTC's Kamloops office, or Lytton office with hybrid possibilities (minimum of three days per week in office). This is a full-time role and includes paid vacation, an extended benefit plan, and a defined contribution pension plan.

Key responsibilities of the role include:

- Performing day-to-day accounting tasks, reconciliations, and management of the NNTC accounting files.
- Bank account reconciliation of all entities
- Reporting for NNTC Administration and not-for-profit entities, including budget reporting, regulatory reporting, funder reporting (ISC, DFO, etc.).
- Documenting Internal controls, systems, process, and baseline workstreams for all accounting members.
- Submitting NNTC Administration and not-for-profit entities' regulatory reports and remittances (such as CRA, WorkSafeBC, etc.).
- Following best practice regarding digital document control and file organization, and management of accounting information.
- Support financial closing documents— monthly/quarterly, and annual audit.
- Completing NNTC entities' income statement review and balance sheet reconciliation.
- Managing processes and monitoring compliance while highlighting areas of improvement and efficiencies.
- Assist in the preparation of financial reports for organizations and programs.
- Performs other related duties as required.

You are a good fit for this role if you have:

- Post secondary education in finance or accounting.
- Minimum 2-3 years of relevant experience, preferably in the non-profit sector.
- Experience with Sage and Quickbooks.
- Intermediate to advanced skills in MS Excel.
- Proficient with ERP system, preference for candidate with NetSuite experience.
- Knowledge of business, tax and employment regulatory requirements and standards.
- Possess cultural awareness and sensitivity.
- Problem-solving and strong analytical skills

- Strong ability to prioritize and develop timelines to fit organizational demands.
- Excellent communication skills, both in writing and face-to-face.
- Proven ability to work autonomously on multiple projects.
- Valid BC driver's license and reasonable driver's abstract.

Compensation

- \$30 per hour

Does this sound interesting to you? If so, NNTC welcomes you to submit a resume and cover letter, highlighting how your experience and qualifications are a fit for this exciting opportunity, to spedlar@nntc.ca by February 14, 2025. Please note the role you are applying for in the subject line of the email.

Please visit NNTC's website, <https://nntc.ca> , for the full job description.

NNTC thanks all applicants in advance; however, only applicants selected for an interview will be contacted. NNTC welcomes applications from all interested applicants; however, preference will be given to Nlaka'pamux and other Indigenous applicants.