



EMPLOYMENT OPPORTUNITY

Accounting Administrator

JOB OVERVIEW:

Reporting to the Controller, the **Accounting Administrator** position will maintain complete sets of books, keep records of accounts, verify the procedures used for recording financial transactions, and provide personal bookkeeping.

This is a full-time position from Monday to Friday, 8 hours per day; schedule may change due to operational requirements. The location of work will be the FMFN #468 Main Office, on reserve.

RESPONSIBILITIES:

- Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems
- Post journal entries and reconcile accounts, prepare trial balance of books, maintain general ledgers and prepare financial statements
- Calculate and prepare cheques for payrolls and for utility, tax and other bills
- Complete and submit tax remittance forms, workers' compensation forms, pension contribution forms and other government documents
- Prepare tax returns and perform other personal bookkeeping services
- Prepare other statistical, financial and accounting reports
- Other duties as assigned

REQUIREMENTS:

- High School Diploma is required.
- Business Administration Diploma or completion of a college program in accounting, bookkeeping or a related field
- Courses in accounting or bookkeeping combined with several years of experience as a financial or accounting clerk are required.
- 2-3 years of experience in the Accounting field

WHY APPLY?

In addition to your Salary/Hourly earnings, we also offer the following:

- Commitment to accountability, respect for one another, and hard work.
- A benefits package with Insurance, Medical, Dental, and Vision coverage
- A healthy work-life balance with half-day Fridays
- Employee and Family Assistance Program
- We care a lot about your future, and we offer a defined contribution Registered Pension Plan.

HOW TO APPLY:

Online: <https://fmfncs.criterionhcm.com/jobs/293/1/110>

FMFN#468 would like to thank all applicants at this time; however, only candidates selected for interviews will be contacted directly.