



# Lac Ste. Anne Métis Community Association

## Accounting Technician

### JOB DESCRIPTION

<b>Reports to:</b>	Finance Coordinator
<b>Revision date:</b>	July 06, 2023
<b>Supervises:</b>	Not applicable
<b>Position Type:</b>	Full-time or Part-time, permanent

### About Lac Ste. Anne Métis Community Association

Lac Ste. Anne Métis Community Association (LSAMCA) is focused on activities associated with honouring the Lac Ste. Anne Métis Community's collective history and culture, re-building its collective capacities as stewards of our shared lands and waters and caring for community members through provision of innovative programs and services.

### Position Overview

Reporting to the Finance Coordinator, the Accounting Technician is responsible for providing support in various financial tasks, including bookkeeping, data entry, financial record maintenance, and assisting with the preparation of financial statements. Working collaboratively as part of a growing team, you are highly organized, detail oriented and will bring a strong understanding of accounting principles, excellent numerical aptitude, and proficiency in using accounting software and spreadsheets. This is an excellent opportunity for someone looking to further their career in the field of accounting.

### Key Responsibilities

- Perform day-to-day bookkeeping tasks, including data entry of financial transactions, account reconciliations, banking activities, and maintenance of general ledgers.
- Ensure accuracy and completeness of financial records by reviewing and verifying source documents and resolving discrepancies.
- Monitor accounts payable and accounts receivable activities, including processing invoices, issuing payments, and following up on outstanding balances to ensure the timely processing of payments.
- Process payables and payroll, including ensuring allocations to specific projects, as identified
- Process bank and VISA reconciliations on a monthly basis

- Collaborate with the accounting team to support month-end and year-end closing processes.
- Maintain and update financial records, plus an asset depreciation schedule, ensuring proper filing and documentation for easy retrieval and audit purposes.
- Support the audit process by providing necessary documentation and responding to auditor inquiries.
- Contribute to process improvements and system enhancements to streamline accounting procedures and enhance efficiency.
- Successful candidates may be considered for involvement with other LSAMCA activities that may fall outside the scope of this position.

### **Qualifications**

- Business Administration Diploma or Certificate, or successful completion of accounting courses combined with experience.
- Minimum of 2 years' accounting experience in a non-profit environment. Experience with Indigenous communities is considered an asset.
- Demonstrated working knowledge of SAGE accounting software.
- Ability to maintain a high level of confidentiality.
- Strong interpersonal skills including the ability to communicate clearly and effectively in both verbal and written forms.
- Detail oriented with the ability to problem-solve and manage competing priorities.
- Superior organizational and time management skills and the ability to work on multiple projects while adhering to deadlines, where required.
- A proactive approach with a "can-do", flexible attitude, the ability to work independently and as part of a team.
- High level of proficiency with Microsoft Office Suite (Excel, Word, PowerPoint, One Drive).

### **Working Conditions**

- Participation in activities outside of traditional work schedule may be required on occasion.
- On specific occasions, travel in west central Alberta may be required (reimbursed at federal rates).

### **Salary and Benefits**

- Salary: \$45,000-\$55,000 (full-time) dependant on skills and experience.
- Opportunity to consider candidates interested in either a full or part-time role.
- Three weeks' paid vacation includes one week between Christmas and New Years.

- Personal Spending Account.
- Health Spending Account.
- RRSP matching program.