



Accounting Specialist

Location: Office of Gitanmaax, Hazelton, BC

Department: Finance

Reports To: Director of Finance

Salary Range: \$70,000 - \$90,000

Job Summary

The Office of Gitanmaax is seeking a skilled and dedicated **Accounting Specialist** to join our Finance team. The successful candidate will oversee general ledger operations, ensure financial reporting accuracy, and support strategic financial decision-making through detailed analysis and forecasting.

Key Responsibilities

- Manage daily financial transactions, including accounts payable/receivable, general ledger maintenance, bank reconciliations, and preparation of monthly working papers
- Prepare monthly and year-end financial statements, including variance analysis and supporting schedules
- Oversee month-end and year-end close processes, including journal entries and account reconciliations
- Support external audit processes by preparing audit schedules and responding to auditor requests
- Administer and process payroll, ensuring compliance with applicable legislation and remittances
- Ensure compliance with GAAP and applicable regulatory requirements (e.g., GST and PST filings)
- Assist with budgeting and forecasting processes, including tracking and reporting on variances
- Develop, document, and improve accounting policies, procedures, and internal controls
- Collaborate with the Director of Finance to enhance financial processes, reporting, and operational efficiency
- Maintain accuracy and integrity of financial data within accounting systems

Qualifications

- Bachelor's degree in accounting, finance, or a related field; professional designation preferred (e.g., CPA designation, CAFM) or equivalent experience
- 3–5 years of progressive experience in an accounting role in a First Nations government environment
- Solid understanding of accounting principles and practices, including Generally Accepted Accounting Principles
- Experience with general ledger, account reconciliations, and full-cycle month-end and year-end close processes
- Proficiency in Xyntax accounting software and ERP systems, with strong Microsoft Excel skills
- Experience with payroll processing and related compliance requirements is an asset
- Strong analytical and problem-solving skills with a high level of accuracy and attention to detail
- Effective communication and interpersonal skills, with the ability to collaborate across departments

Benefits

- Competitive salary aligned with experience and qualifications
- Comprehensive benefits package, including extended health, dental, and retirement savings plan
- Paid vacation and personal days
- Opportunities for professional development, including support for continuing education and certifications (e.g., CPA, CAFM designation)
- Collaborative and supportive team environment

Application Process

Interested candidates are invited to submit a **resume** and **cover letter** detailing their qualifications and relevant experience. Please send application materials to: info@gitanmaax.com. Join our team and contribute to the financial health and transparency of the Gitanmaax community. We look forward to welcoming you to our professional family!