



The File Hills Qu'Appelle Tribal Council (FHQTC)

A non-profit organization dedicated to serving the member First Nations by providing a range of programs and services.

Visit our website at www.fhqtc.com

**File Hills Qu'Appelle Tribal Council
Invites applications for the Full Time position of**

Accountant

Reporting to the Executive Director, Finance and Administration, this position will function as part the operational team in the provision of financial management services for the FHQ Tribal Council and associated entities.

The Accountant will be responsible for providing support to Program Directors, which may include: development of capital budgets; preparation of departmental budgets and financial statements and reporting to Boards, Management and Auditors. The successful candidate will also recommend changes to financial policy and procedures as required and assist with implementation, conduct monthly bank reconciliations, ensure audit compliance and verify accuracy of and summarize all financial information.

This position requires an experienced knowledgeable individual to maintain effective working relationships with staff, funding agencies and various government agencies.

Applicants should possess the following:

- The successful candidate will possess a degree in Administration, Commerce or related field and should be eligible for a professional accounting designation. Individuals with an equivalent combination of education and experience will also be considered;
- Candidates should have a minimum of two years experience in financial management;
- Previous knowledge and experience with computerized financial reporting programs such as ACCPAC an asset;
- Candidates should have working knowledge of Provincial and Federal Funding Agreements;
- A high degree of accuracy and strict attention to detail is essential;
- Superior interpersonal and communication and organizational skills.

Deadline: April 22, 2014 at 4:30 pm

Must be available for Interviews scheduled April 24, 2014

Please submit cover letter, resume along with three references to:

Human Resources
File Hills Qu'Appelle Tribal Council
Box 985
Fort Qu'Appelle, SK S0G 1S0
Fax: (306) 332-1811

